

Monterey Park Hospital POLICY and PROCEDURE	Policy Number: 04aHIM
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	Date Effective: 08/01/96
Subject: Volunteer Acknowledgement for Confidentiality of Medical information	Date Revised:
	Date Reviewed: 8/97; 8/9; 4/99
Interfacing Department(s):	Approved by:

Information that is available to you as a Volunteer of the Health Information Department is confidential. This includes information in the medical record computer printouts, master patient index cards, microfilm, microfiche and information accessible through the CRT.

You as a Volunteer may not divulge any information from these systems except for authorized requests. You may not use the system to look up information regarding friends, co-workers, other hospital employees or the public for your own use.

Any breach of this confidentiality is grounds for immediate termination.

I have read the above statement and fully understand it.

Volunteer Signature

Date

Supervisor Signature

Date