



NOTHING CONTAINED IN THIS POLICY OR IN ANY OTHER POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL TEAM MEMBERS ARE EMPLOYED "AT WILL," WHICH MEANS THAT THE TEAM MEMBER HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT PRISMA HEALTH AND/OR ITS AFFILIATED ENTITIES RETAIN THE SAME RIGHT.

**Confidentiality**

<b>Approved Date:</b> 09/27/2019)	<b>Effective Date:</b> 10/01/2019	<b>Review Date:</b> 09/27/2020)
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**Scope:**

<b>Prisma Health-Midlands</b>		<b>Prisma Health-Upstate</b>	
X	Prisma Health Baptist Hospital	X	Prisma Health Greenville Memorial Hospital
X	Prisma Health Baptist Parkridge Hospital	X	Prisma Health Greer Memorial Hospital
X	Prisma Health Richland Hospital	X	Prisma Health Hillcrest Hospital
X	Prisma Health Tuomey Hospital	X	Prisma Health Laurens County Hospital
X	Prisma Health Children’s Hospital-Midlands	X	Prisma Health Oconee Memorial Hospital
X	Prisma Health Heart Hospital	X	Prisma Health North Greenville Hospital
X	PH USC Medical Group	X	Prisma Health Patewood Hospital
X	Provider based facilities associated with Prisma Health-Midlands hospitals	X	Prisma Health Surgery Center - Spartanburg
		X	Prisma Health Marshall I. Pickens Hospital
		X	Prisma Health Children's Hospital-Upstate
		X	Prisma Health Roger C. Peace Hospital
		X	Prisma Health Baptist Easley Hospital
		X	University Medical Group UMG/PIH
		X	Provider based facilities associated with Prisma Health-Upstate hospitals

**Policy Statement:**

Team members, volunteers, contractors, and vendors of Prisma Health shall not seek, use, or disseminate confidential patient and/or business information for any reason other than for the purpose of performing job duties for Prisma Health. Only information classified as *need to know* may be accessed and/or disseminated. This policy also applies to team members accessing and/or disseminating their own personal information.

**Associated Policies and Procedures:**

N/A

**Associated Lippincott Procedures: (as applicable)**

N/A

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

**Definition:**

**Confidential Information:** This includes patient information and medical records, all information pertinent to employees and their employment records, business and financial information.

**Responsible Positions:**

This policy applies to all entities of Prisma Health including all inpatient, outpatient, and community areas. Team members include team members, credentialed physicians, dentists, and allied health professionals, residents, volunteers, students, contractors and other persons whose conduct, in the performance of work for Prisma Health, are under the direct control of and/or represent Prisma Health, whether or not they are paid.

**Equipment Needed:**

N/A

**Procedural Steps:**

1. Guidelines
  - 1.1. Those who have access to patient and business information must protect and utilize this information with the greatest level of care. Failure to protect confidential information may result in corrective action up to and including termination.
  - 1.2. Confidential patient and business information is produced, transmitted, and displayed through a variety of media and methods. These methods include but are not limited to: person to person conversations, electronic mail, computer display screens, printed reports and documents, telephone (land line) and cell phone (radio transmission) conversations, fax machines, copy machines, storage devices, etc. Team members must at all times take precautions to prevent inadvertent disclosure of confidential information, including information that is being shredded or destroyed.
  - 1.3. Those who do not need access to patient or business information but gain access willfully, and as a result, breach either the integrity of patient care or the business operations of the organization, may be subject to corrective action up to and including termination.
  - 1.4. Those who gain access to patient information inadvertently, whether within the organization or outside it, have a responsibility to protect the confidentiality of patient and business information and to take action to stop the further dissemination of confidential information. Team members should immediately report the breach to your leader and/or Corporate Compliance.
  - 1.5. Statements of confidentiality will be provided and acknowledged by all Team members, volunteers, contractors, and vendors associated with Prisma Health.
  - 1.6. Requests for references, addresses, telephone numbers, etc. pertaining to team members of Prisma Health are to be referred to Human Resources for appropriate action. Health information maintained by the Human Resources system of record on **Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

team members is confidential and may not be accessed by anyone other than the approved staff.

- 1.7. Requests for medical information about patients or requests for copies of patient records are to be referred to the Health Information Management department.
- 1.8. **ALL INQUIRIES** by all news media shall be referred to Marketing & Communication or its designee as appropriate. When Marketing & Communication is closed, these requests should be referred to the administrative representative on-call at the appropriate facility.

**References:**

N/A

**Appendixes:**

N/A