



A Licensed Community Mental Health Center

PHONE (620) 792-2544

5815 BROADWAY

GREAT BEND, KANSAS 67530

Confidentiality Statement:

Confidentiality is defined as the treatment of information that an individual has disclosed in a relationship of trust and with the expectation that it will not be divulged to others in ways that are inconsistent with the understanding of the original disclosure without permission. It is the responsibility of all professional, administrative, clerical, volunteer, and training staff to ensure that we respect and protect the confidentiality of all the agency business records. This policy is to further clarify and define the ramifications of a breach of confidentiality.

In the course of employment an employee may come in contact with confidential information. Any use of any business information for a personal, non-business purpose is a violation of the confidentiality agreement. It is a condition of employment with The Center for Counseling and Consultation that employees not use or share this information with any unauthorized person. An employee is expected to hold to the following guidelines:

- I. Confidential information comes in the form of, but is not limited to:
 - a. Paper/Hard Copy: (Progress Notes, Treatment Plans, Consumer Charts, Financial Information, Insurance Information, Faxes, Letters, SALs, etc)
 - b. Paperless: (Emails, e-CET, messages on voicemail, etc)
 - c. Intake and Various Evaluations

- II. I understand that consumers and employees of The Center have the right to confidential services and employment. Employees are expected to hold to the following guidelines:
 - a. Confidential Business Information: Should an employee acquire confidential, sensitive, or proprietary information about The Center, its business partners, consumers, its staff, the employee is expected to:
 - i. Handle it in strict confidence and not discuss it with any unauthorized person.
 - ii. Be responsible for the internal and external security of such information.

 - b. References: Refer all inquiries regarding current and former employees to the Human Resources Director.

- c. Media Inquiries: Refer all media and other inquires of a general nature to the Executive Director for response.
 - d. Public Relations and Communications: Have all press releases, publications, etc. reviewed in advance by the Executive Director.
- III. I understand that I am required by the laws of the state of Kansas, Federal HIPAA regulations, and The Center personnel policies not to divulge any information I learn about a consumer or employee of The Center, not to discuss a consumer except with The Center for Counseling personnel directly involved in providing services and only for reasons related to the services provided (need to know basis), and that I am not to show recognition of a consumer (without the consumer's written consent) outside The Center facilities. (Polite greetings such as nodding or saying hello are allowed).
- IV. As an employee of The Center, it is my responsibility to do the following:
- a. Keep confidential consumer information in a locked drawer or file cabinet
 - b. Close office door when talking with consumers on telephone or in person
 - c. Keep consumer charts in the records room and not in my office overnight or on weekends
 - d. Shred documentation containing confidential information no longer needed
 - e. Use speakerphone appropriately (i.e. volume level low and door closed)
 - f. To not take consumer or employee information out of the buildings unless absolutely necessary and with the understanding that I am responsible and will be held accountable for the information.
 - g. Pick up printed material from printers in a timely manner