

**APPE CONFIDENTIALITY STATEMENT
2008 – 2009 ACADEMIC YEAR**

As Pharm.D. University of Toledo College of Pharmacy student, I agree to protect the confidentiality of patient information in accordance with the following requirements:

1. I WILL:

- avoid any inappropriate disclosure of confidential patient information as outlined on the back of this document
- use confidential files and data only for purposes for which I have been specifically authorized by my supervisor
- immediately report any unauthorized access or use of confidential patient information to my supervisor

2. I WILL NOT:

- share confidential patient information with anyone unless the information is required for patient care, research and/or educational purposes; and in such cases, the patient's name won't be used unless entirely necessary
- review and/or access patient information for which I have no authorization
- make copies of any confidential patient records or data except as specifically authorized by my supervisor; and in such cases, the patient's names will be removed
- share my computer password or file access codes with anyone, if assigned to me
- allow unauthorized personnel access to files, computers, records and/or other confidential patient information

I understand that information pertaining to the patient's admission, diagnosis, treatment, and financial status is confidential and must be protected. I understand that any misuse of confidential patient information, whether intentional or due to neglect on my part, will result in appropriate, corrective disciplinary action, up to and including removal from The University of Toledo College of Pharmacy Program.

Student Signature

Date

CONFIDENTIALITY OF PATIENT INFORMATION POLICY

It is the policy of The University of Toledo College of Pharmacy that all Pharm.D. students have a legal and ethical duty to respect, protect, and maintain the patient's right to confidentiality. Information pertaining to the patient's admission, diagnosis, treatment, and financial status is confidential and must be protected. The University of Toledo College of Pharmacy is committed to ensuring the protection and appropriate use of all confidential patient information. Any violation of patient confidentiality will result in appropriate, corrective disciplinary action, up to and including termination from The University of Toledo College of Pharmacy Program.

Purpose

To uphold the patient's right to confidentiality and to respect the privacy of patients.

Procedure

1. All patient information is confidential and must be safeguarded. Confidential patient information includes: medical records, patient information stored in computerized data bases, patient census list, operating room schedules, and admission, discharge, and transfer lists.
2. Patient information maintained for the purpose of measuring, assessing, and improving the quality of patient care and practitioner performance is also confidential.
3. Students may share confidential patient information with other health care providers only if the information is required for patient care, research and/or educational purposes. The use of the patient's name should not be used in such situations, unless entirely necessary.
4. Maintaining the patient's right to confidentiality includes selecting private settings to conduct patient interviews and refraining from discussing patient information in public areas (i.e., stairwells, hallways, elevators, restrooms).
5. The University of Toledo College of Pharmacy considers a breach of patient's confidentiality a serious infraction. Violation of this policy will result in appropriate, corrective disciplinary action, up to and including termination from The University of Toledo College of Pharmacy Program.