

CONFIDENTIALITY GUIDELINES

1. All participant records will be kept and treated with strict confidentiality in a locked file cabinet.
2. All EOC Adult Day Center (ADC) staff will sign confidentiality agreements as an employment requirement.
3. Participant records will be available only to the ADC staff or other authorized persons (ie: State or federal auditors).
4. All Volunteers are supervised and are required to maintain confidentiality guidelines when interacting with participants or documenting in the interdisciplinary progress notes when required.
5. The EOC Adult Day Services is a teaching facility and students from several different classes and schools visit our facility regularly. All students are supervised and are required to maintain confidentiality guidelines when interacting with participants.
6. The participant, or their representative, must sign authorization for release of information to and from the E.O.C. Adult Day Services, before any information will be released or requested.
7. Participants are not discussed in the presence of other participants or any unauthorized persons.
8. No information concerning individual clients will be displayed in areas accessible to the public without consent.
10. Forms or documents containing participant information will be maintained in the ADC for at least five (5) years following termination of enrollment by the participant and then disposed of appropriately as confidential information.

I have read and accept the E.O.C. Adult Day Services Confidentiality Guidelines.

Participant/Caregiver/Employee/Volunteer
(Meets HIPAA Requirements)

Date

