



Achieve Healthcare

7850 Riverdale Drive; Suite D
Ramsey, MN 55303

CONFIDENTIALITY STATEMENT

As an employee of Achieve Healthcare, you have the responsibility of maintaining the confidentiality of all client information, records and health care information. By signing this statement you agree to the following:

- I understand that all client and Achieve Healthcare employees' information, records and health care information compiled, obtained, maintained or reviewed by me in the course of my duties are confidential. I agree not to disclose or otherwise make known to any unauthorized persons any information regarding the same, unless directed by a supervisor.
- No privileged information, whether written or oral, will be shared with family members and/or friends.
- I understand that I am not to read information, records and health care information concerning clients and case reports or any other confidential documents for my own personal information but only to the extent and for the purpose of enabling me to perform my assigned duties.
- Discussions regarding clients will be held in places where privacy is assured. I will not discuss any identifying information except in the performance of job-related duties, being especially mindful that these discussions do not occur in public areas.
- All charts, notes and other written material concerning a client or another employee will be filed in a secure place when information is not being used.
- I understand that a breach of security or confidentiality may be grounds for disciplinary action, which may include termination of employment.

PCA Signature _____ Date _____

Achieve Healthcare _____ Date _____