



**F.W.H.C.**

## **Confidentiality Policy**

**It shall be the policy of the Feminist Women's Health Center/ Woman Care Clinic that all staff and volunteers shall maintain the highest standards of confidentiality possible in order to preserve the dignity and respect of our clients.**

**Because of the nature of our organization, we possess, in the course of providing services, sensitive information about patients and employees. Examples of such information are details of a patient's physical, emotional or financial situation, diagnostic data, the nature of her visit, medical records and employees salary or work performance.**

**Deliberate breaches of confidentiality will be considered cause for immediate dismissal from employment or volunteer placement.**

### **Confidentiality of Patient Records/Visits**

**Client health records are to be read and handled on a "need to know" basis. Conditions for the Legitimate Transfer of Patient Information:**

**Written permission from the client must be obtained before the release of medical records from the facility.**

**No information about a client's visit may be shared with individuals inquiring without her consent (including family members and chaperons).**

**Information about a client's visit may be shared verbally with treating physician outside the facility. Then only information that would aid the treating physician in giving appropriate follow-up care should be shared.**

**Information about a client learned during his/her visit to FWHC/WCC is confidential, and may only be discussed with another staff member if that discussion would lead to better patient care. It is our expectation that any discussion would be discreet, and details of the case which would identify the patient to uninvolved parties would be omitted.**

### **Confidentiality of Employment Data**

**Staff who handle employee salary and performance data as part of their positions are expected to treat personal information with the same rigorous confidentiality accorded to patients. A breach of employee confidentiality is cause for dismissal.**



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**Institutionalization of the Confidentiality Policy**

**If an employee feels that there are steps needed at his/her organizational level to reinforce confidentiality, that employee should confer with his/her supervisor. Clinic supervisors shall report all problems, and corrective actions taken to their supervisors.**

**All laws and regulations requiring reporting of communicable disease shall be followed.**

**All regulations regarding patient records shall be followed. These are outlines in the Policies and Procedures Manual.**

**All written correspondence with a client shall be done in a confidential manner.**

**All phone messages to a client must be left confidentially.**

**Your signature below indicates that you have read and understand F.W.H.C.'s Confidentiality Policy.**

**Please sign and return this form ONLY to personnel.**

**Full Name:**

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**Signature:**

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**Date:**

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