Spectrum Generations Privacy, Confidentiality and Ethics Statement

All employees, consultants, students, volunteers, and any other business affiliates working with the Spectrum Generations will deal with each other, the consumers, and visitors in a professional, respectful and courteous manner.

In the course of performing duties for Spectrum Generations, you may have access to the protected health information (PHI) of our consumers. It is illegal for you to use or disclose PHI outside the scope of your duties for Spectrum Generations. This includes oral, written, or electronic uses and disclosures.

HIPAA Protects Consumer Privacy

The following are guidelines for using protected health information:

- You may use PHI when necessary to carry out your duties.
- You may NOT photocopy PHI unless authorized in writing by the consumer.
- You must access only the minimum amount of PHI necessary to assist the consumer.
- You may only access the PHI of consumers for whom you are assisting when there is a need for the PHI.
- Be aware of your surroundings when discussing PHI. For example, because others may overhear you, it is inappropriate to
 discuss PHI in bathrooms, lunch areas, elevators or in any other public place.
- Use appropriate administrative, physical, and technical safeguards to keep the information confidential and to protect the
 integrity and availability of unsecured, paper or electronic information.
- When disposing of any documents with PHI, do NOT put them into a waste can. Instead, shred or place discarded documents with PHI into containers marked for shredding.

Further:

- Maintain a discreet and professional manner in the course of all interactions with consumers, families, employees, consultants, students, and other business affiliates;
- Assure consumer privacy by not using smartphones, cameras or any other photographing or recording device without specific permission of the center director or supervisor.

Information provided to the press, community organizations, or other entities may only be provided by the Chief Executive Officer or their designee.

All employees, consultants, volunteers, and students have an obligation to report promptly any activity which they believe, in good faith, may be a violation of law, regulation, or Spectrum Generations policies. Reporting shall be made to an immediate Supervisor or the Human Resources Director. Further, the reporting party shall cooperate to the extent allowable by law with any investigation conducted or sponsored by Spectrum Generations in connection with any alleged violation. Confidentiality related to reporting and investigation is essential and required.

I have read and understand this document on privacy, confidentiality, and ethics.

Initial Below

I agree to comply with all conditions outlined above. I understand that a breach of the terms of this document coul be grounds for immediate termination from Spectrum Generations.	
I will not at any time, whether during or after such affiliation with Spectrum Generations, reveal to any person or entity, any confidential information or documentation I am privy to during my affiliation with Spectrum Generations.	
I realize that there are civil and criminal penalties for the unauthorized use and disclosure of PHI.	
 Employee/Affiliate	Date
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