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# NONDISCLOSURE OF CONFIDENTIAL INFORMATION

## Policy

Confidential information is defined as any information found in a patient's medical record, personal and work-related information in an employee's personnel record, as well as an employee's salary. All information relating to a patient's services, treatment or condition constitutes confidential information. Employees shall never discuss a patient's medical condition with other personnel, friends or family. Confidential matters should not be topics for conversation at coffee breaks or in areas where they might be overheard. A patient's presence in the office could also indicate the nature of the patient's illness and therefore should not be disclosed without proper authorization. Any unauthorized disclosure by employees could render the Doctor liable for damages on grounds of defamation or invasion of the right to privacy. Any employee who violates the confidentiality of medical or employee related information is subject to serious disciplinary action, up to and including termination from employment.