

## **River Falls Ambulance**

### **Confidentiality and Dissemination of Patient Information**

Given the nature of our work, it is imperative that we maintain the confidence of patient information that we receive in the course of our work. River Falls Ambulance prohibits the release of any patient information to anyone outside the organization unless required for purposes of treatment, payment, or health care operations, and discussions of Protected Health Information (PHI) within the organization should be limited. Acceptable uses of PHI within the organization include, but are not limited to, exchange of patient information needed for the treatment of the patient, billing, and other essential health care operations, peer review, internal audits, and quality assurance activities.

River Falls Ambulance provides services to patients that are private and confidential and that members are a crucial step in respecting the privacy rights of River Falls Ambulance's patients. Members must understand that it is necessary, in the rendering of River Falls Ambulance services, that patients provide personal information and that such information may exist in a variety of forms such as electronic, oral, written or photographic and that all such information is strictly confidential and protected by federal and state laws.

Members must comply with all confidentiality policies and procedures set in place by River Falls Ambulance during their entire employment or association with River Falls Ambulance. If any member, at any time, knowingly or inadvertently breach the patient confidentiality policies and procedures, agrees to notify the Privacy Officer of River Falls Ambulance immediately. In addition, members understand that a breach of patient confidentiality may result in suspension or termination of their employment or association with River Falls Ambulance. Upon termination of members employment or association for any reason, or at any time upon request, members agree to return any and all patient confidential information in their possession. This is not a contract for continued employment.

Members must read and understand all privacy policies and procedures that have been provided to them by River Falls Ambulance. Members agree to abide by all policies or be subject to disciplinary action, which may include verbal or written warning, suspension, or termination of employment or of any membership or association with River Falls Ambulance. This is not a contract of employment and does not alter the nature of the existing relationship between River Falls Ambulance and its members.

All members must follow the following golden rule of HIPAA and River Falls Area Ambulance Service. This golden rule will be posted around the River Falls Ambulance Station in various places.

River Falls EMS Members:

What you SEE here,  
What you DO here,  
What you HEAR here,  
What you SAY here,  
Will STAY here,  
When you LEAVE here!!

**Patient Confidentiality**

**It's the LAW!!**