

Bethany Life Communities	Date Written: 2-24-2003	Date Revised: 5-1-2009
<i>Confidentiality and Non-Disclosure Agreement (HIPAA Privacy & Security)</i>	Page 1 of 1	

Policy Statement

Users who are granted access to Bethany Life Communities' protected health and financial information will be required to sign a Confidentiality and Non-Disclosure Agreement.

Policy Interpretation and Implementation

1. The purpose of this policy is to maintain an adequate level of security to protect resident and Bethany Life Communities' information from unauthorized access, use or disclosure.
2. Only authorized users are granted access to resident and Bethany Life Communities information. Such access is limited to specific, defined, documented, and approved applications and level of access rights.
3. As a condition to receiving passwords and user ID codes for accessing our resident and Bethany Life Communities information (either by electronic or had coy access), each team member must agree (in writing) to comply with established terms and conditions. Failure to comply with such terms and conditions may result in the denial of access to resident or Bethany Life Communities information.
4. A violation of the terms of the confidentiality and non-disclosure agreement may be grounds for disciplinary action, including termination of employment, loss of privileges, legal action for monetary damages or injunction, or both, or any other remedy available to Bethany Life Communities.
5. A date and signed copy of the Confidentiality and Non-disclosure Agreement will be filed in the team member's employment file and a copy will be provided to the team member.