



Client Confidentiality, Privacy and HIPAA: HIPAA Compliance: HIPAA, Federal Regulations Governing Patient Privacy

Compliance-

Employee shall perform all Contractual duties, activities and tasks in compliance with HIPAA and regulations enacted pursuant to its provisions, successor law and/or regulation. Pursuant to 45 CFR 164.502(e), Employee shall implement policies and procedures to safeguard and maintain PHI (Protected Health Information) in accordance with the requirements of state and federal law. In the event of a conflict in interpretation of Contract terms relevant to HIPAA, the language and intent of this Amendment shall control.

Use and Disclosure of PHI (Protected Health Information) Employee is limited to the following permitted and required uses or disclosures of PHI:

1. Employee shall only use or disclose PHI as required to perform these services specified in this Contract or as required by law and shall not use or disclose such PHI in any manner inconsistent with the use and disclosure restrictions placed on Covered Entities by HIPAA, or the resulting policies and procedures of Covered Entities.
2. Employee shall protect PHI from, and shall establish appropriate safeguards to prevent, the unauthorized disclosure of the PHI in accordance with the terms and conditions of this Amendment and state and federal law, including any regulations governing the security of PHI and the transmission, storage or maintenance of electronic data that contains PHI for as long as the PHI is in its possession and control, even after the termination of this Contract.
3. Employee shall report in writing all unauthorized uses or disclosures of PHI to Ms. Flower's Employees & Translators within three (3) business days of becoming aware of the unauthorized use or disclosure of PHI.
4. Do not offer your own opinion on medical or social services questions. It is not our job as an employee to report to the provider what the patient or client has said when the provider is not in the same room and vice-versa. You are to remain an unbiased bridge of communication to serve both parties equally, working together on the common goal of treating the patient. But if a patient, client, or a provider, asks for your opinion about either a personal medical decision or about the treatment of a patient or plan for a client, restate information said by both parties

in order for them to make their own decision.

4. Employee will not divulge any information obtained through their assignments, including but not limited to information gained through access to documents or other written materials. Employees/Translators will not publicly discuss, report or offer an opinion concerning matters in which

they are, or have been, engaged, even when that information is not privileged by law to be confidential. Keep your Employee services record sheets in a file or folder well organized and inaccessible to others. You are obligated to share information about a client if it falls within the provisions of the Mandatory Reporting Act in cases of suspected abuse or neglect under [RCW 26.44.030](#)

I understand the above information regarding HIPAA, the protection of Patient Health Information, and Client Confidentiality. It is my responsibility to ensure that patient's and client's rights to privacy are upheld before, during and after all interpretation appointments. Violation of this Privacy Rule may result in the termination of my contract with Guiding Hands Coalition, and may result in charges against myself as an independent contractor.

Contractor's Signature Title Date