

**NWOCC**



NORTHWEST OHIO CARDIOLOGY CONSULTANTS

**Policy: Patient Confidentiality**

**PURPOSE:**

To assure that all information regarding a patient's care remains confidential.

**POLICY:**

NWOCC patients can expect information related to the care they receive from NWOCC personnel / medical professionals / visitors to be handled in a confidential/private manner.

This will occur by:

1. Maintaining personal privacy both visually and verbally;
2. Utilizing patient gowns and sheets for patient examinations and testing;
3. Providing changing area for testing patients;
4. Keeping exam room doors closed when patient is present and utilizing "knock before entry" procedure;
5. Serving as a patient advocate by discussing a patient's care/case only with appropriate people and in appropriate locations;
6. Properly handling medical documents and computer information by sharing patient information only with health care workers directly involved in the care of the patient, unless patient consents to have information shared otherwise;
7. Serving as a patient advocate by involving family or a significant other as a patient directs, or as the situation requires such as in the case of a mentally incompetent patient;
8. Utilizing appropriate Release of Information forms and Fax Covers when asked to release patient information to external agencies, referring physicians or media personnel.
9. Office personnel will maintain the complete confidentiality of all information pertaining to patient care and will not divulge any information without the patient's legal guardian's written authorization unless the release of such information is:
  - a. Required by law.
  - b. Necessary in compelling circumstances to protect the health and safety of the patient or any other individual.

I have read and understand the above policy and agree to follow it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name