

# **Diman Regional Vocational Technical High School Dental Assisting Program**

## **CONFIDENTIALITY POLICY**

### **Quality Standards and Compliance with Law:**

The School shall ensure that all services provided by or on behalf of the school are at all times rendered in a competent and professional manner, consistent with industry standards, and in compliance with all applicable statutes, regulations, rules and directives of federal, state and other governmental and regulatory bodies having jurisdiction over the school, including the Health Insurance Portability and Accountability Act of 1996 and related regulations (“HIPAA”). Any provision of applicable statutes and regulations that invalidates any term of this agreement, that is inconsistent with any term of this agreement, or that would cause performance hereunder by one or both of the parties to be in violation of law shall be deemed to have superseded the terms of this agreement; provided, however, that the parties shall use their best efforts to accommodate the terms and intent of this agreement to the greatest extent possible consistent with the requirements of applicable statutes and regulations and negotiate in good faith toward amendment of this agreement.

### **Privacy and Confidentiality:**

The parties acknowledge that in carrying out its obligations under this agreement, the school and its sub-contractors, employees, students, affiliates, agents, or representatives may have reason to access medical records and individually identifiable patient information maintained by the facility (‘Patient Information’). The parties agree to comply with any federal or state law governing the privacy and confidentiality of the content of the patient information including, without limitation, HIPAA.

### **General Policies:**

All medical and medically related information which identifies specific patients, health care practitioners and health facilities are confidential and shall not be made accessible by a student of the Diman Dental Assisting Program to an unauthorized health center employee, the general public or any other organization, agency, governmental agency or department, except for specific purposes and at the direction of the department head.

The types of data shall include, but not be limited to:

- a. Names and addresses of patients
- b. Other sources identifiable to a specific patient such as appointments, medical record numbers, Medicare/Medicaid numbers, social security numbers and/or other insurance numbers
- c. Information related to the social and economic conditions or circumstances of a particular patient
- d. Information or results of evaluations and deliberations by Quality Assurance Committee relating to a particular patient or practitioner
- e. Medical data, including diagnosis, treatment and past history of disease or disability concerning a particular patient

### **Student Procedures**

Diman Dental Assisting students will maintain the highest degree of confidentiality by adhering to the following policies

- A. No medical records or related data will be removed from the clinical area, with the exception of data required for the referring dentist and routine student activities, without the written permission of the department head.
- B. Upon the arriving of students, all individuals will be informed of the confidentiality policy as it applies to data and information
- C. New students and others having access to confidential information will sign a statement indicating their agreement to comply with the confidentiality policies concerning data and patient information.

### **STUDENT CONFIDENTIALITY STATEMENT**

I have read the Diman Regional Vocational Technical High School Confidentiality Policy and understand the rules, regulations, and policies regarding all confidential data and information. I accept responsibility to hold such information in confidence.

I AM ALSO AWARE THAT ANY UNAUTHORIZED DISCLOSURE BY ME OF CONFIDENTIAL INFORMATION WILL RESULT IN IMMEDIATE DISCIPLINE AND COULD RESULT IN LEGAL PENALTIES.

Signed \_\_\_\_\_ Date \_\_\_\_\_