



Implementation:	06/2003
Effective:	09/2015
Last Reviewed:	09/2015
Last Revised:	09/2015
Next Review:	10/2017
Owner:	<i>Patricia Anglin: Sr Mgr Integrity Compliance</i>
Policy Area:	<i>Compliance</i>
Department:	
Applicability:	<i>Providence Health & Services Systemwide</i>

Confidentiality, PROV-ICP-716

Scope:

This policy applies to Providence Health & Services and its Affiliates¹ (collectively known as "Providence") and their caregivers (employees), employees of affiliated organizations, volunteers and others who are in the direct control of Providence; and members of the Providence System Board; Community Boards; and Foundation Boards (collectively referred to as workforce members). This policy is not intended to restrict workforce members from discussion, transmission or disclosure of wages, hours and working conditions in accordance with applicable federal and state laws. This is a management level policy approved by the Leadership Council and signed by the President/CEO.

Purpose:

To provide guidance and direction with respect to the management, use and disclosure of confidential and proprietary business, workforce members, patient, member, student and other information held by Providence.

Definitions:

Confidential data/confidential information for purposes of this policy shall be any information, regardless of format, about patients, workforce members (that the workforce member has not chosen to share), students, residents, or business operations that Providence deems should not be available without specific authorization. This policy is not intended to restrict caregivers from discussion, transmission, or disclosure of wages, hours, or other terms and conditions of their employment in accordance with applicable federal and state laws. A caregiver whose job function involves access to confidential wage and payroll information may not disclose that information unless directed by Providence. Loss or inappropriate access to this kind of data could harm patients and Providence's ability to do business. Confidential information includes but is not limited to Protected Health Information (PHI), electronic PHI, Personally Identifiable Information including Social Security Numbers, card holder data (PCI), and financial information. Examples of confidential information are:

- Personnel records that the workforce member has chosen not to share (e.g., employee social security numbers, medical records, background check records, drug tests, and similar information)
- Any privileged information from internal/external counsel
- Any board, board committee (at any level of the organization) or medical staff committee minutes, notes or actions
- Non-public financial, strategic or operational information

- Trade-secrets or other confidential information or processes used by Providence in carrying out its activities
- Any information which Providence or one of its ministries has agreed to keep confidential

Policy:

Workforce Members shall not purposefully access or disclose any confidential data/confidential information of Providence, unless (i) authorized to do so by Providence; (ii) required to be disclosed to other Providence caregivers, employees of affiliated organizations or appropriate workforce members to enable them to fulfill a legitimate job responsibility, provided the individuals receiving the information are advised of the confidential nature of the disclosure; or (iii) required to do so under applicable law.

Requirements:

Workforce members shall act with all reasonable and due care to avoid the inappropriate disclosure of any confidential data/confidential information, including assuring that confidential data/confidential information is maintained in secure files and locations and securely and appropriately handled, stored and retained consistent with our retention policy. Workforce members are prohibited from using Providence confidential data/confidential information for any personal gain or for the advantage of any outside organizations or entities. During the onboarding process, workforce members are required to sign a Confidentiality and Nondisclosure Statement (referenced below). In addition, selected covered persons are required to complete a confidentiality and conflicts of interest disclosure statement annually. This process is described further in applicable Providence conflicts of interest policies. In addition, selected covered persons may be required to sign additional and specific confidentiality statements or agreements if they are provided access to particularly sensitive confidential data/confidential information.

References:

- Providence Codes of Conduct
- [Providence Integrity and Compliance Program System Policies](#)
- [PROV-HR-419, Non-Retaliation/Non-Retribution](#)
- [PROV-ICP-705, Corrective Actions and Sanctions](#)

¹ For purposes of this policy, "Affiliates" is defined as any entity that is wholly owned or controlled by Providence Health & Services or Western HealthConnect (for example, Swedish Health Services, Swedish Edmonds, Kadlec Regional Medical Center, PacMed Clinics and Inland Northwest Health Services).

Attachments:

No Attachments