

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
CARDIO PULMONARY POLICY MANUAL  
PATIENT CONFIDENTIALITY**

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**Cross Referenced: AD32**  
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**Policy No: 1.006**  
**Origin: Cardio Pulmonary**  
**Authority: Cardio/Pulmonary Manager**  
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Scope: All members of the Cardio-pulmonary Department.

Purpose: To protect the legal rights of the patient and to protect the patient from invasion of privacy as a result of indiscriminate and unauthorized access to and disclosure of confidential information.

Policy:

The privacy of the patient is of importance and concern. Therefore, each staff member is responsible for providing the patient with privacy during interviews, examinations, treatments and consultations. Drapes and curtains of sufficient length and density and/or dividers and partitions are possible devices used as privacy measures, as determined by the needs and limitations of each situation.

Communications between patients and personnel and all information recorded in the patient's record or other forms including electronic formats are confidential and shall be safeguarded to protect the legal and civil rights of the patient.

All personnel are prohibited from releasing any individually identifiable information regarding a person's medical history, mental or physical condition or treatment. Information may only be released about a person when:

- Medical information is directly related to a work situation.
- The limitations that restrict him/her from regular duties. This does not include the patient's diagnosis.

Confidentiality of patient information shall be included in the supervisory orientation of new personnel.

Personnel shall be informed that the unauthorized release of confidential information is subject to a civil action under the Welfare and Institution Code and may result in the disciplinary action and or termination of their employment.

*Reference policy AD32 on the hospital intranet for more on Patient Confidentiality.*