

## **MID-MO AHEC CAREER SHADOWING CONFIDENTIALITY GUIDELINES**

A hospital is a place where a variety of events take place; happy events such as the birth of a baby, or sad events such as the death of a loved one or the diagnosis of a devastating disease such as cancer.

When entering a hospital, a patient has entrusted the hospital with a variety of information, some of which is very personal. Maintaining patients' privacy is as important as the medical care provided. Therefore, all case discussions, consultations, examinations and treatments are confidential and are to be conducted discreetly. Any unauthorized disclosure of hospital information, records or patient information can result in suspension or immediate discharge of an employee (or in this case, a student shadower).

Career shadowing offers you an opportunity to spend time "on-the-job" with a practicing health care professional. This unique experience may place you in the position of overhearing or observing confidential information, oral or written. To prevent the unauthorized disclosure of any patient information, please review the following procedures concerning patient confidentiality:

1. Any confidential information obtained from the hospital, clinic, or health department's files, records, or computers must remain just that - **CONFIDENTIAL!** Anyone involved in the care of a patient should refrain from discussing the patient outside the hospital, clinic, or health department. Even casual conversations can be misunderstood and could even cause legal action against the hospital and the individuals involved. Remember, you **NEVER KNOW WHO IS LISTENING!**
  
2. Gossiping about any patient is unprofessional and totally unacceptable. Never discuss the personal life of any patient with anyone. If professional matters concerning the patient must be discussed, please do so with a doctor or a nurse, in a private area.

We hope that you enjoy your career shadowing experience. You will have the opportunity to observe and learn many new things about the health care field. Please make every effort to protect patients' right to privacy by maintaining confidentiality.

You have been given the privilege to shadow a health care professional; very few high school and college students have this opportunity. To best meet the needs of the hospitals, clinics, and health departments where you will do your shadowing, we ask you to sign this contract, stating that you understand and will abide by these guidelines. Any disregard of these rules may result in the discontinuation of your shadowing experience.

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Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date