



**EMS Education Confidentiality Agreement
for the EMT-Paramedic and EMT-Basic Education Programs**

I understand that the University of Missouri Health Care System (MUHC) has a legal and ethical obligation to protect the privacy of all patients and to guard the confidentiality of their health information. Additionally, MUHC must assure the confidentiality of its human resources, payroll, fiscal, research, computer systems, and management and billing information (collectively referred to hereafter as “confidential information.”)

In the course of my classroom, lab, clinical and internship time while enrolled in the EMT-Paramedic or EMT-Basic Education Programs with EMS Education, I understand that I may have access to confidential information of MUHC, other hospitals, other EMS or Fire agencies, patients, physicians, or health care providers. This agreement will help you understand your responsibilities regarding access and protection of confidential information. I further understand that I must sign and comply with this Confidentiality Agreement in order to obtain authorization for access to any confidential information.

Confidential information includes patient/staff/volunteer/student information, financial information, other information relating to MUHC and information proprietary to other companies or persons. You may learn of or have access to some or all of this confidential information through a computer system or through your student activities. As a student, you understand that you will have access to confidential information which may include, but is not limited to, information relating to:

- Patients (such as records, conversations, admittance information, patient/member financial information, etc).
- Staff, volunteers, or students (such as employment records, grades, performance evaluations, disciplinary actions, etc.).
- MUHC information (such as financial and statistical records, strategic plans, internal reports, memos, contracts, peer review information, communications, proprietary computer programs, source code, proprietary technology, etc.).
- Third party information (such as computer programs, client and vendor proprietary information source code, proprietary technology, etc.).

Confidential information is valuable and sensitive and is protected by law and by strict MUHC policies. The intent of these laws and policies is to assure that confidential information will remain confidential, that is, it will be used only as necessary to accomplish the organization's mission. As a student, you are required to conduct yourself in strict conformance to applicable laws and MUHC policies governing confidential information. Your principal obligations in this area are explained below. You are required to read and to abide by these duties. The violation of any of these duties will subject you to discipline, which might include, but is not limited to, termination of your student status and to legal liability.

As a condition of and in consideration of my access to confidential information, I agree as follows:

1. I will use confidential information only as needed to perform my legitimate duties under the contract. This means, among other things, that I will only access confidential information for which I have a need to know; and I will not in any way divulge, copy, release, sell, loan, review, alter or destroy any confidential information except as properly authorized within the scope of my duties under the contract.



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2. I will not misuse confidential information or treat confidential information carelessly.
3. I will not discuss confidential information where others can overhear the conversation. It is not acceptable to discuss confidential information in public areas even if a patient's name is not used.
4. I will not discuss confidential information with unauthorized individuals, including family and friends.
5. I will not make inquiries about confidential information for other personnel who do not have proper authorization to access such confidential information. I will safeguard and will not disclose my access code or any other authorization I have that allows me to access confidential information.
6. I will not make unauthorized transmissions, inquiries, modifications, or purging of confidential information in the University's computer system. Such unauthorized transmissions include, but are not limited to, reviewing/ copying information about patients other than as required under the contract, and removing or transferring confidential information to unauthorized locations.
7. You will report activities by any individual or entity that you suspect may compromise the confidentiality of confidential information. Reports made in good faith about suspect activities will be held in confidence to the extent permitted by law, including the name of the individual reporting the activities. You may not be retaliated against for reporting such violations in good faith.
8. You understand that your obligations under this Agreement will continue after completion of your student enrollment. You understand that your privileges hereunder are subject to periodic review, revision and if appropriate, renewal.
9. You understand that you have no right or ownership interest in any confidential information referred to in this Agreement. MUHC may at any time revoke your access code, other authorization, or access to confidential information.
10. I understand that all computer access activity is subject to audit by the University.
11. I understand that a violation of this Agreement could result in legal action and/or liability against me, and will likely result in my immediate suspension and subsequent dismissal from the EMT-Paramedic or EMT-Basic Education Programs.

Printed or Typed Name

Signature

Date