

## **ORGANIZATION CONFIDENTIALITY**

### **Policy Number P:01-25.01**

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#### **PURPOSE**

To define the organization's standard for employee confidentiality regarding organization information.

#### **POLICY**

No employee, under any circumstances, is allowed to divulge, copy or transmit any patient or employee's information to any person, group, corporation or association without the written approval of the President.

Any violation of this policy will lead to swift disciplinary action up to and including immediate termination.

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Reviewed: 1/2008, 11/2008, 12/2009, 8/2010, 1/2011, 5/2012, 7/2013