



## Candidate Observation Confidentiality Agreement

Thank you for your interest in participating in a job observation. This is meant to be an observational experience. There will be no hands-on experience. You will be assigned a particular person in the department to follow so that you will get a feel for the everyday experiences of someone in that particular job.

HIPAA (Health Insurance Portability Accountability Act) is a federal law that defines "protected health information" such as name, address, phone number, date of birth, financial information, diagnosis, treatment of any individuals you may come in contact with during the job shadow. For example, if a friend says, "I heard that Mary Smith is in the hospital. Did you see her there?" You should respond something like, "I have no information about that."

The nature of the health care industry and the state and federal privacy laws require all employees, volunteers and job observation participants to maintain a high level of confidentiality with respect to all information of medical or business nature concerning patients, doctors, or employees. Under no circumstances are you to discuss such information with any unauthorized person(s) either outside or inside the facility. To engage in discussions of confidential information is not only a breach of confidence and a lack of concern for others, but may also involve you in legal proceedings (i.e. fines and even imprisonment).

If there are any unusual occurrences while you are shadowing, you will be given instructions by the person assigned to you. There is no smoking allowed at the facility.

Appropriate professional business attire is expected. Jeans, T-shirts, and spandex are considered inappropriate.

Enjoy your experience, and the Human Resources department will follow up with you within one to two weeks.

I understand and agree to the above expectations:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date