



# Confidentiality Agreement

By accepting employment with Comprehensive Nursing Services, Inc., I agree to carefully refrain from discussing any patient's condition or personal affairs with anyone outside the agency unless expressly authorized to do so. I will not share any medical information with other patients or visitors with clear instructions provided by the agency. I acknowledge that ALL information seen or heard regarding patients directly or indirectly, is completely confidential and is not to be discussed even with my family or co-workers. My job as an employee requires that I govern myself by high ethical standards. Failure to recognize the importance of confidentiality is not only a breach of professional ethics, but can also involve an employee in legal proceedings. I will not share any information about patients, families or employees of the agency with the media. This is essential for protection of both the patient and agency.

I have read and understand the above statement and agree to abide by these policies. I understand that a breach of policy may result in disciplinary action and possible dismissal from employment.

I have read and received a copy of the Employee Policy and Procedures handbook. I fully understand their content.

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Employee Signature

Date

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Witness Signature

Date