

PRIVACY, CONFIDENTIALITY AND SECURITY OF INFORMATION

POLICY STATEMENT:

APEX Staffing Service, Inc. recognizes the importance of the protection of confidential information concerning patients, their families, medical staff, co-workers and the operations of the hospitals we serve. The federal Health Insurance Portability Accountability Act (the "Privacy Rule"), the Confidentiality of Medical Information Act (California Civil Code § 56 et seq.) and the Lanterman-Petris-Short Act (California Welfare & Institutions Code § 5000 et seq.) govern the release of patient identifiable information by hospitals and other health care providers. The State Information Practices Act (California Civil Code sections 1798 et seq.) governs the acquisition and use of data that pertains to individuals. All of these laws establish protections to preserve the confidentiality of various medical and personal information and specify that such information may not be disclosed except as authorized by law or the patient or individual. It is the obligation of each employee to maintain the confidentiality and privacy of PHI (Protected Health Information) or other confidential information and to relay facts pertinent to the treatment of a patient only to those who are involved with the patient's treatment program or for quality improvement activities.

In addition to protecting the confidential information of the patient's that we serve, APEX Staffing Service, Inc. protects the confidentiality of its business operations. Business operations include Customer information including contracts and billing information, employee files including health information, and Company information that, if disclosed, would cause harm to APEX Staffing Service, Inc.

PROCEDURE:

It is the responsibility of all APEX Staffing Service, Inc. employees to preserve and protect confidential patient, employee and business information.

Employees will not access or attempt to access information other than that information which they have been authorized to access in order to complete their job assignment on any given day.

If issued, employees will not disclose security codes to anyone.

Employees will not use anyone else's security code.

All patient and hospital information stored via paper or on any of the hospital computer systems is considered confidential. Computer systems allow qualified individuals to access, from authorized terminals, restricted and confidential patient and hospital information. The hospital shall issue a confidential password and security code to authorized individuals. It is the authorized individual's ethical and legal responsibility to maintain and comply with all confidentiality requirements.

Employees will respect and maintain the confidentiality of all discussions, deliberations, patient care records and any other information generated in connection with individual patient care, risk management and / or peer review activities.

It is employee's legal and ethical responsibility to protect the privacy, confidentiality and security of all medical records, proprietary information and other confidential information relating to APEX Staffing Service, Inc, including business, employment and medical information relating to our customers or employees.

Employees will only access or disseminate patient care information in the performance of their assigned duties and where required by or permitted by law, and in a manner which is consistent with officially adopted policies of APEX Staffing Service Inc., or where no officially adopted policy exists, only with the express approval of the supervisor or designee. Employees will make no voluntary disclosure of any discussion, deliberations, patient care records or any other patient care, peer review or risk management information, except to persons authorized to receive it in the conduct of APEX Staffing Service, Inc.

Employees agree to discuss confidential information only in the work place and only for job related purposes and to not discuss such information outside of the work place or within hearing of other people who do not have a need to know about the information.

An employee's obligation to safeguard patient or employee confidentiality continues after their termination of employment with APEX Staffing Service, Inc.

Employees will report breaches of confidentiality by others to APEX Staffing Service, Inc. Officers. Failure to report breaches is an ethical violation and is subject to disciplinary action up to and including termination.