RECOVERY WORKS

**CONFIDENTIALITY AGREEMENT**

111.8.19.13.1c.2.f4

Recovery Works maintains compliance with the federal regulations found in the Code of Federal Regulations, HIPAA, 45 CFR, Parts 160 and 164, and CFR 42, Part 2. We are required to maintain the anonymity and confidentiality of each person admitted to the treatment center. You may not disclose any information identifying a client (including pictures) unless:

1. The client consents in writing (on an approved DH consent form),
2. The disclosure is allowed by court order; or,
3. The disclosure is made to medical personnel in a medical emergency.

Violation of the Federal law and regulations by a client or staff member is a crime. Suspected violations may be reported to appropriate authorities in accordance with Federal regulations. Federal law and regulations do not protect any information about a crime committed by a client while at Recovery Works, against any person who works for Recovery Works, or, the threat to commit such a crime.

Federal laws and regulations do not protect any information about suspected child abuse or neglect from being reported under State law to appropriate State or Local authorities (see 42 U.S.C 290dd-3 and 42 U.S.C 290ee-3, 42 CFR part 2, and HIPAA, 45 CFR,

Parts 160 and 164, for Federal regulations.)

By affixing your signature to this form you are assuring us that you will not divulge any names, descriptions or identifying characteristics of any person that you encounter on these premises, you are also agreeing:

* 1. You will resist, in judicial proceedings, any efforts to unlawfully obtain access to any information pertaining to clients otherwise than that expressly provided in relevant federal or state laws.
	2. That in receiving, storing or otherwise dealing with any information about the clients in housing, you are fully bound by HIPAA requirements, 45 CFR, Parts 160 and 164, and 42 CFR Part 2, as well as any relevant state laws.
	3. You recognize that any unauthorized disclosure of client information is a potential federal offense, punishable, to a maximum fine, of up to $50,000 per violation.

Client Name:

(Please Print)

Client Signature: Date:

Staff Signature: Date:

Page **1** of **1 8/13/2014**