

## The Arc of Tuscaloosa County

### PRE-EMPLOYMENT CONFIDENTIALITY AND COURTESY STATEMENT

I understand that in the course of my interview with or work for The Arc, I may learn certain facts about The Arc, its consumers and volunteers that are of a highly personal and confidential nature. I understand that personal and sensitive matters may be discussed and that any and all knowledge related to The Arc and/or Arc consumers, individually or collectively, is **confidential**.

Some examples of such information are: medical condition and treatment, medication, finances, living arrangements, employment, relations with family members, and even the fact that an individual is an Arc consumer or a volunteer. (This list is not inclusive).

**I agree to hold any protected health information or individually identifiable information, as well as the identity of consumers, private and confidential. I understand the disclosure of such information is prohibited by the Health Insurance Portability and Accountability Act and regulations established thereunder,**

I hereby agree not to disclose information of a personal or confidential nature to any individual or organization (except for Affiliated Organization\* as defined herein) without a dated, signed, and witnessed statement made by the applicant, consumer, or authorized representative of the individual to whom such information pertains. \*Affiliated Organization as referenced herein includes any organizations that work with The Arc for the provision of services to individuals with mental retardation.

I understand that the **rules of confidentiality** will continue to apply after services/interviews have been completed and/or my employment has been terminated.

I understand that no information regarding an applicant, consumer, or consumer's family is to be discussed outside the body of the organization.

I acknowledge and understand the guidelines of confidentiality and will follow them. I also understand violation of such confidentiality will result in disciplinary action and will result in sanctions, and/or immediate termination of employment, and possible legal action.

Courtesy is, perhaps, the foundation of good relationships within an organization. It is essential and its use is worth any amount of effort. Within our agency, which has for its basic purpose service to people, staff must meet a minimum requirement of genuine courtesy. This means self-discipline; constant awareness of the other person; and avoidance of discourtesy as well as doing concrete things which show consideration.

I understand that at all times while at or associated with The Arc of Tuscaloosa County, I will be expected to display courtesy toward the consumers, professionals, and people in the community.

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Applicant's Signature

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Date

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Witness Signature

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Date