



Confidentiality Statement for Temporary Workers

All information relating to patients is considered legally and ethically privileged information. Confidentiality is an essential part of Scott and White’s services. As a Temporary Worker at Scott & White, you may have access to information about patients, fellow employees, or business operations for only a legitimate business need to know basis. This knowledge imposes a significant responsibility on you. You have an obligation to avoid revealing such information under any circumstances beyond your Scott and White duties. Unauthorized discussion or release of such information may result in disciplinary action, up to and including termination of assignment at S&W. All temporary workers are responsible for reporting suspected breaches of confidentiality and security to their department Supervisor, Human Resources Department, or Administration.

I have completed the following on-line courses:

- Ethics & Legal Issues
- Patient Rights
- Introduction to HIPAA, Privacy & Security Regulations
- Safety and Security
- Hazardous Materials
- Infection Control

I have completed the following paperwork and will present to Scott & White HR:

- Confidentiality Statement for Temporary Worker
- FOCUS Vision Statement

Printed Name: _____ Signature: _____

Agency Name: _____ Date: _____

Department/ Supervisor assigned: _____