

**CONFIDENTIALITY OF INFORMATION STATEMENT**

**UNIVERSITY OF MARYLAND MEDICAL CENTER  
UNIVERSITY OF MARYLAND REHABILITATION AND ORTHOPAEDIC INSTITUTE  
UNIVERSITY OF MARYLAND MEDICAL CENTER MIDTOWN CAMPUS**

As a staff member, physician (faculty, resident, or fellow), contractor, vendor, or student at the University of Maryland Medical Center, University of Maryland Rehabilitation and Orthopaedic Institute, University of Maryland Midtown Campus, University of Maryland Baltimore, University of Maryland Faculty Physicians, Inc. or any professional association or other entity associated with any of the above or any subsidiary or affiliate thereof (hereinafter, collectively referred to as "University Providers"), I understand that I may be exposed to confidential information during the performance of my duties. Some of this information may concern patients being treated at University Providers or it may concern the operation of University Providers. I understand that patient information does not belong to me and that I am only permitted to access patient information to the extent that it is necessary to provide patient care and perform my duties at University Providers. I also understand that all medical and personal information regarding patients is confidential and, unless directly related to the care of patients, should not be revealed or discussed with patients, friends or relatives, or anyone else within or outside of University Providers.

I also understand that other information regarding the operation of University Providers is confidential. This confidential information concerns, but is not limited to, employees information, financial operations, quality assurance, utilization review, risk management, research, contracting, procurement and credentialing of staff. I understand that I am only authorized to access this information if it is required for me to perform my duties. This information is not to be discussed with or provided to others within or outside of University Providers except to the extent that it is necessary to perform my duties at University Providers.

I also understand that I may be given access codes to University Providers computer systems. I will safeguard the access codes given to me. I acknowledge that I am strictly prohibited from disclosing my access codes to anyone, including my family, friends, fellow workers, supervisors, and subordinates for any reason. However, I may be required to reveal and relinquish my access codes to the appropriate Information Systems Security Office. This is the only exception to this rule.

I understand that I may use my access codes to perform my duties only at University Providers. I agree that I will not use anyone else's access codes to obtain access to any computer systems of the University Providers. I understand that I am not to allow anyone else to access the computer systems using my access codes. I also understand that I am responsible and will be accountable for all data viewed, work performed, or changes made to the systems or databases under my access codes.

I understand that failure to comply with this confidentiality of information statement may be cause for termination of my employment or engagement, revocation of privileges and/or access to University Providers and/or its records, systems or databases.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Department

I provide services at (circle one): UMMC    UMROI UMMC Midtown

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Signature Date

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Printed Name Department

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