

COUNTY OF



ALLEGHENY

## **CONFIDENTIALITY OF INFORMATION STATEMENT**

As an employee, intern, volunteer or authorized visitor of the Office of the Medical Examiner, Allegheny County, you may be privileged to information that is confidential, sensitive and investigatory in nature. You may have discussions with, or be involved in discussions with police officers, detectives, emergency medicine providers, health care agencies, physicians and nursing staff personnel. This information may be in the form of hospital records or police reports, written, oral communications or data entered into the Allegheny County Office of the Medical Examiner computer system.

All information must be kept confidential and is never to be viewed, disclosed or repeated other than to authorize persons who have a "need to know" the information.

None of this information is to be repeated or discussed outside the Allegheny County Office of the Medical Examiner, unless permitted by the Medical Examiner, Manager of Administration, or Laboratory Director, and should be discussed on a "need to know" basis internally as part of normal duties.

The collection, maintenance, access, or disclosure relating to information in the computer files or manual files is legally and ethically considered privileged information.

Any unauthorized access or disclosure of confidential information by an employee of Allegheny County will be cause for disciplinary action up to and including termination. In addition, allowing any other person access to information is unauthorized disclosure and subjects the person allowing such access to disciplinary action up to and including termination. Similar acts conducted by contracted and sub-contracted companies may result in termination of contract.

My signature indicates that I have read this statement and understand it.

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_