

CCS Demonstration Project  
Advisory Committee and Sub-Committee  
Confidentiality Agreement

A federal law called “HIPAA” (Health Insurance Portability and Accountability Act) defines “protected health information” and sets standards for health care providers to protect that information. The law also defines stiff penalties (fines and even imprisonment) for violating those privacy standards. Various State laws also protect the privacy of patient information.

Protected health information includes any information about a patient, either a Health Plan of San Mateo member or a CCS client. That information includes, but is not limited to: name, address, phone number, date of birth, financial information, diagnosis, and treatment information.

In addition to defining protected health information, the law requires that employees, volunteers, contracted agencies, and other individuals only have access to the minimum amount of information needed for them to do their job. As a non-employed Family Advisor, you may have access to protected health information. It is important that you recognize that any protected health information can only be used as permitted by law. For example, this information cannot be shared by written, verbal, or email communication at school, work, or at home; with friends or family; or outside the clinic or other health facility unless specifically permitted by law. In other words, it is **not** OK to talk or write about a member’s case to anyone who is not involved in his or her care, even if you don’t use the member’s name.

The easiest way to remember how to implement this law is the saying, “What you see or hear here, must remain here.” We require your cooperation in following these rules.

Please sign below that you have reviewed this information, understand it, and agree to it. Thank you.

I have reviewed the information above, understand it, and agree to follow these rules.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_