

360 N. Irby St



Phone: (843) 629-0236

Florence, SC 29501

Fax: (843) 673-9223

Subject: Confidentiality

Effective Date: August 27, 2007

Policy:

Client confidentiality is required by law and is of the utmost importance and must be maintained at all times.

Procedure for volunteers:

1. All client information is to be kept in strict confidence, both on and off site
2. No identifying information is to be shared with others
3. No information is to be given out over the telephone regarding clients for any reason.
 - a. If unclear regarding the caller's request:
 - i. Place the caller on hold and
 - ii. Refer the issue to a staff member
4. The appointment schedule must be kept on the Administrative Services Coordinator's desk to avoid inadvertent disclosure of client names and information
5. Medical and interview records may not be opened or read without prior approval from a professional staff member

I have read the confidentiality policy, which is in place at the CARE House of the Pee Dee, and agree to uphold the policy and procedure.

Printed Name

Date

Signature