

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

<b>POLICY NO: 3.15</b>	<b>PAGE: 1 OF 1</b>
<b>SUBJECT: CONFIDENTIAL INFORMATION</b>	
<b>DEPARTMENTS AFFECTED: ALL</b>	<b>APPROVED BY:</b>
<b>ISSUED: 12-1-90</b>	<b>REVISIED: 6-30-98</b>
<b>EFFECTIVE DATE: 12-1-90</b>	

**PURPOSE:**

To assure that personal and medical information is treated in a confidential manner.

**POLICY:**

Personal and medical information regarding residents, doctors and employees must be considered confidential and should not be discussed unless it is a necessary requirement of one's job. An employee who seeks to obtain, uses or reveals confidential information and is not authorized to do so, may be subject to disciplinary action including discharge.

Requests for confidential information from unauthorized individuals should be referred to the Director of Nursing. Requests for information received after 5:00 P.M. should be referred to the appropriate Nursing Shift Supervisor.