



Confidentiality of Information

Any Baby Can is dedicated to the support and protection of our clients' dignity and privacy.

Practice

All volunteers, unless specifically stated, are required to sign Any Baby Can's Confidentiality Statement. Due to the production and retention of confidential information, it is vital to Any Baby Can operations and for services the organization provides its clients, to strictly adhere to their right to privacy.

Any Baby Can is subject to and adheres to the mandates and procedures of Health Insurance Portability and Accountability Act of 1966 (HIPAA), the Individuals with Disabilities Education Act of 1975 (DEA), and the Family Education Rights and Privacy Act of 1974 (FERPA).

Procedure

1) All Any Baby Can volunteers are responsible for complying with all policies and/or practices relating to client confidentiality and the release of client-related information.

Information designated as confidential, such as clients' personal or family history, socio-economic information, medical information, recent crises, etc., is to be discussed with no one outside the organization, and only discussed with Any Baby Can staff, such as a case manager or the Special Events and Volunteer Coordinator on a "need to know" basis. Volunteers should not discuss client information with other volunteers, co-workers, family members, etc. Exceptions are agencies and other healthcare providers the agency is making client referrals to for the purpose of obtaining services.

If deemed necessary by Any Baby Can staff, Any Baby Can can offer an outlet to discuss anything upsetting that volunteers may have been exposed to while volunteering at Any Baby Can.

2) All outside requests for information about a program or of a client in nature should be directed to the department director and/or the Executive Director.

3) All outside requests for financial information should be directed to the CFO.

4) All outside media inquiries should be directed to the CCO.

5) Violators of the policy will be subject to disciplinary action, up to, and including termination of volunteer status or employment.

The importance of client confidentiality has been explained to me, and I have read and agree to the above policy statement.

Printed Volunteer Name

Date

Signature