

GMS of Rochester Inc.

Prosthetic Laboratories, Lair's Shoes, Silhouette Shoppe, & Ortho Innovations

CONFIDENTIALITY AGREEMENT POLICY/TOUR & JOB SHADOW

I, _____, hereby agree to regard all information received in the performance of my employment at GMS of Rochester as confidential. I will consider all information confidential, regardless of content, unless published and available to the general public. Included in this agreement will be information regarding co-workers, managers, other employees, clients, consumers, guests, financial information, business contacts in any manner and all other pertinent information.

I understand that while performing my official duties I may have access to information that is classified as either confidential or sensitive or protected health information. Confidential information is information that identifies an individual or this GMS of Rochester. Sensitive information may be financial or operational information that requires the maintenance of its integrity and assurance of its accuracy and completeness. Protected Health Information (PHI) means individually identifiable health information that is transmitted or maintained in any form or medium. Confidential, sensitive, and protected health information is not open to the public. Special precautions are necessary to protect this type of information from unauthorized access, use, modification, disclosure, or destruction.

I agree to protect the following:

- All patients' protected health information
- Information about how GMS of Rochester's computer systems are accessed and operate.
- Any other proprietary information about GMS of Rochester such as operational information, personnel and payroll information and instructional manuals.

I agree to protect confidential, sensitive, and PHI information by:

- Accessing, using, or modifying confidential and/or sensitive and/or PHI only for the purpose of performing my official duties.
- Never sharing passwords or logon codes with anyone or storing passwords or codes in a location accessible to unauthorized persons. Never attempting to learn or use another employee's password or logon code.
- Never accessing or using confidential and/or sensitive and/or PHI out of curiosity, or for personal interest or advantage.
- Never showing, discussing, or disclosing confidential and/or sensitive and/or PHI to or with anyone who does not have the legal authority or the "need to know".
- Never leaving a secure computer application unattended while signed on.
- Storing confidential and/or sensitive and/or PHI in a place physically secure from access by unauthorized persons.
- Never removing confidential and/or sensitive and/or PHI from the work area without authorization.
- Disposing of confidential and/or sensitive and/or PHI by utilizing an approved method of destruction, which includes shredding, burning, or certified or witnessed destruction. Never disposing such information in the wastebaskets or recycle bins.
- Immediately notifying the proper person if I have reason to believe my password or logon code has been compromised.

I understand that a breach of this confidentiality policy leading to information reaching GMS of Rochester competitors may result in my immediate dismissal, and possible legal action to recover damages to GMS of Rochester. I have read, understand, and agree to comply with the security policies and procedures.

The penalties for unauthorized access, use, modification, disclosure, or destruction may include disciplinary action and/or criminal or civil action.

"I certify that I have read and understand the Confidentiality Agreement Policy printed above."

Please print your name, address, and phone number below:

Employee Signature

Date

Updated 10/15/2013