



### **STATEMENT OF CONFIDENTIALITY**

Each staff member, as a condition of employment, agrees to maintain the strict confidentiality of any record, report, data, photograph or other information concerning program participants in any of Sunshine Village's services and to adhere to the policies and procedures set forth in the Sunshine Village's HIPAA Compliance Program.

### **HIPAA (Health Insurance Portability and Accountability Act)**

Upon hire, you will receive comprehensive HIPAA compliance review and training. On an annual basis, the HIPAA policy will be distributed for review, posted throughout the organization, included in the staff newsletter and discussed at all site meetings.

The employee further agrees that the results of any study NOT conducted under the specific auspices of the Department of Developmental Services will be submitted for review by the Executive Director and must receive prior approval.