

# THE WAVE INTERNATIONAL, LLC

## **HIPAA Policy Regarding Uses of Client Information Related to Job Duties**

Staff may not examine documents of computer data containing client information unless required to do so in the course of his/her duties and responsibilities; remove or copy any such documents or computer data unless he/she is acting within the scope of his/her assigned duties; discuss the content of any such documents or computer data with any person unless that person has authorized access to such document or data; and shall not disclose any patient information, including patient status, unless necessary and in compliance with Federal Confidentiality regulations, when applicable.

My signature below confirms that I have read the above restrictions and understand that violation may lead to disciplinary action and/or termination. **This further confirms that I have retained a copy of this and that I will ask questions for clarification purposes if needed.**

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name)