



PATIENT CONFIDENTIALITY AGREEMENT

The University Dental Hospital at King Khalid University understands that information about the patients and their dental health is personal. The hospital recognizes that it is both an ethical and legal duty to keep patient information confidential. It is obligatory for the dental care providers and ancillary staff to hold in strict confidence the medical records, results of tests, diagnoses and other materials under the possession of the hospital. Confidentiality is central to the relationship of trust between the dentist and the patient so safeguarding the patient information has vital effect in the desire of the patient to continue his care.

Maintaining or protecting the privacy of patient information at the University Dental Hospital is an utmost priority and everyone has to comply with its policy. Non-compliance will result in unfavorable consequences.

Thereby, as a faculty member, student /intern, or staff, I acknowledge and understand that:

- Patient information must be held in strict confidence. It should only be disclosed to those who would be unable to provide effective care and treatment without that information and on a need-to-know basis.
- Permitted conversations concerning confidential information must take place such that the information remains confidential. Do not discuss confidential information in areas where it may be overheard (elevators, halls and cafeteria).
- Information must be kept confidential even after a patient dies.
- Only persons with written permission from appropriate authorities can copy or remove the dental records from the hospital facilities.
- Patient schedules must not be exposed publicly. Patient lists, charts, and confidential papers are kept out of patient view. Computer screens must always be cleared when left unattended.
- The same principles must be applied to a circumstance wherein a fellow faculty, student or staff is being seen as a patient.
- Breach of confidence, or any act that can be considered as a violation of this agreement, will result in disciplinary action, which may lead up to termination of employment, in accordance with the hospital policies, and possible legal penalties.

I have read, understood and agreed to the statements set out above.

SIGNATURE.....

NAME..... DATE SIGNED.....