CHILD STUDY AND TREATMENT CENTER
8805 Steilacoom Blvd. SW, Lakewood, WA 98498-4771

OATH OF CONFIDENTIALITY

The following are rule regulating confidentiality and access to and use of privileged information regarding patients of the Child Study and Treatment Center (CSTC). Access by staff, students, volunteers and other authorized persons (i.e. JCAHO surveyors, HCFA inspectors) to files, records or other documents containing information on any child served by CSTC shall be permitted only under the following conditions:

1. Information on patients served by CSTC is never to be quoted or communicated in a manner that would identify the patient. Students who are required by instructors to write reports or summaries for class purposes will not identify the patients by name. To assure confidentiality, all written reports and exercises are to be read and approved by the supervising professional staff member prior to any distribution from the Center.

2. Permission for access by students and volunteers is to be given by the supervising professional staff. Any limitations to access should be clearly understood by the volunteer or student, and the other staff members with whom he/she works.

3. Material is not to be removed from designated areas by staff, students, volunteers or other authorized persons. Material is never to be copied or reproduced, except in performance of a staff person's job related functions.

4. STD/HIV information is confidential and is to be accessed/released only per RCW 70.24.105. See CSTC policy on Confidentiality for further details.

5. Access to all records and information, including fact of admission, is allowed for the purpose of evaluating the accreditation status of the organization.

6. Access to patient records and information solely for the purposes of students' or volunteers' education or training is not legal or justifiable. Access to all patient records and information, including fact of admission, is confidential and allowed only subject to the provision that such access is directly related to purposes of the patient(s).

7. Staff, students, volunteers and other authorized persons shall follow the guidelines of CSTC policy on the release of confidential information. These guidelines are subject to the Joint Commission on Accreditation of Healthcare Organizations' published policies regarding confidentiality and disclosure of accreditation related information.

8. Each staff, student, volunteer or other authorized person shall be oriented to and agree to follow these procedures prior to beginning his or her contact with the patients of CSTC. Also emphasized will be the importance of the entire issue of confidentiality as it relates to the civil and legal rights of the patients of this facility.

I, the undersigned, understand and pledge to abide by the above rules and restrictions on the use of confidential information.

_____ _____
Name Date

_____ _____
Position Affiliation

2 CSTC 30-01 (2-00)