Confidentiality Worksheet

Name _______________________________   Date _________________

Completing this worksheet as you go through the web-based confidentiality tutorial will reinforce some of the key points. Your completed worksheet will also serve as a guide for discussing this topic with your supervisor. Put an * next to any items that were new to you. Put a ? next to anything you’re not sure you understand.

1. What harm could result from identifying someone as receiving services from this Department?

_________________________________________________________________
_________________________________________________________________

2. What is the General Rule?

_________________________________________________________________
_________________________________________________________________

3. Six things a person must understand in order to give informed approval for the use or disclosure of confidential health information.

1. ______________________________ 4. ____________________________
2. _______________________________ 5. ____________________________
3. ________________________________ 6. _____________________________

4. The 12 categories of exceptions are:

1. ________________________________ 7. ______________________________
2. ________________________________ 8. ______________________________
3. ________________________________ 9. ______________________________
4. ________________________________ 10. _____________________________
5. ________________________________ 11. _____________________________
6. ________________________________ 12. _____________________________

5. The penalty for unlawful disclosure of confidential information is ____________________________

_________________________________________________________________