



Confidentiality and Non-disclosure Form

Kansas Department of Health and Environment – Division of Health Care Finance and KDHE contractors have legal and ethical responsibilities to protect the confidentiality of (PHI) protected health information and all other types of confidential information. You are expected to uphold these legal and ethical responsibilities as a condition of being allowed to access KDHE or its contractor's facilities and information. These obligations apply to information that is collected or maintained verbally, in paper, or electronic format.

Confidential information may include any and all of the following categories:

- Consumer information including demographic, health, and financial information (in paper, verbal, or electronic form regardless of how it is obtained, stored, utilized, or disclosed).
- Information pertaining to employees of KDHE or KDHE contractors (such as social security numbers, banking information, salaries, employment records, student records, disciplinary actions, etc.).
- KDHE or KDHE contractors information (such as financial and statistical records, academic, or research funding, strategic plans, internal reports, memos, contracts, peer review information, communications, proprietary information including computer programs, source code, proprietary technology, etc.).
- Third-party information (such as insurance, business contracts, vendor proprietary information or source code, proprietary technology, etc.).
- PHI or other confidential or proprietary information heard or observed by being present on the premise.

As a condition of and in consideration of, your use, access, and/or disclosure of confidential information:

- You will access, use, and disclose confidential information only as authorized and needed to perform your job duties.
- You will take reasonable and appropriate measures to safeguard the privacy and security of any confidential information that you access, use, or disclose in the conduct of the specific authorized business purpose function in which you are engaged.
- You will immediately notify representative of KDHE if you have reason to believe that the privacy or security of confidential information has been compromised.

If you are granted access to KDHE or KDHE contractor electronic systems in order to access information:

- You will safeguard and not disclose your individual user identification and/or password codes to anyone.
- You will not request access to or use any other person's passwords or access codes.
- You accept responsibility for all activities undertaken using your passwords, access code, and other authorizations.
- It is your responsibility to log out of any system to which you have logged on. You will not under any circumstances leave unattended a computer to which you have logged on without first either locking it or logging off this workstation.
- If you have reason to believe that the confidentiality of your password has been compromised, you will immediately change your password.
- You understand that your user identification is time limited and will expire as defined by your assigned system security manager. A new request for access will be required for any site visit after the expiration date.
- You understand that KDHE has the right to conduct and maintain an audit trail of all accesses to confidential information, including the machine name, user, date, and data accessed and that KDHE may conduct a review to monitor appropriate use of your system activity at any time and without notice.

Printed Name

Signature

Date

Failure to comply with confidentiality and non-disclosure requirements could result in disciplinary action, civil or criminal penalties.