

## **Memorandum of Understanding**

### **Confidentiality of Client Information**

The purpose of this memorandum of Understanding is to emphasize that all information held in health records is confidential, with access governed by the state and federal laws. Information that is confidential includes a client's name; address; medical; social; and financial data; and services received. In addition, the fact that someone has had an HIV test is confidential, whether the result of that test is negative or positive. Data collection by interview, observation or review of documents should be conducted in a setting that protects the client's identity from unauthorized individuals. Client information should not be discussed outside the agency, except in the performance of referrals to other agencies for client care.

Section 384.29, Florida Statutes, addresses the need for special discretion in the handling of sexually transmissible disease information. Sexually transmissible diseases, by their nature, involve sensitive issues of Privacy and all programs designed to deal with these diseases should afford privacy and confidentiality to the client.

Section 381.004, Florida Statutes, deals with confidentiality of HIV test results. There are penalties for violating this statute. These penalties range from disciplinary action by the agency to a criminal misdemeanor.

I understand and agree to abide by these confidentiality provisions.

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**Employee Signature**

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**Date**