

Statement of Confidentiality

Each employee is responsible for safeguarding confidential information obtained in connection with his or her employment. In the course of your work, you may have access to confidential information regarding our patients, our suppliers, our physicians and even co-workers. It is your responsibility to in no way reveal or divulge any such information outside the office, unless you do so in the performance of your duties. Respect of the patient's confidentiality includes discussion of confidential matters during work hours in this office. Patients or even other staff members should not overhear these conversations. Access to confidential information should be on a "need to know" basis only. Any breach of this policy will not be tolerated and can be grounds for immediate dismissal.

Signed:

Dated: