



## MSO Confidentiality Agreement

In the course of your employment, externship rotation, volunteerism, or associated work with MobileSmiles Oklahoma (MSO), you may have access to, see, or hear confidential information concerning the medical, dental, or personal affairs of patients, staff, or associated healthcare professionals. Unless acting on the specific instruction of authorized personnel within the program, on no account shall such information be divulged or discussed except in the performance of assigned duties. Breach of confidence, including any improper sharing of computer data, will result in disciplinary action or dismissal.

Regardless of any action taken by the program, a breach of confidence could result in civil action against you for damages.

All records, including x-rays, are never to be left in such a manner that unauthorized persons can obtain access to them. Computer screens shall be cleared when unattended. Unauthorized use of MSO computers to access the internet or email is not allowed.

Patient charting forms must be properly maintained and stored at all times. Copies utilized off-site by externs must be maintained confidentially and compliantly, including appropriate disposal methods of: 1) immediate return to MSO personnel for disposal, or 2) immediate shredding by appointed OU College of Dentistry representative(s).

Information concerning patients or staff is strictly confidential and must not be disclosed to unauthorized persons. Disclosures of confidential information or disclosure of any data of a personal nature can result in prosecution for an offence under the Data Protection Act 1998 or an action for civil damages under the same Act in addition to any disciplinary action taken by the program.

I have read, understand and agree to the terms and conditions defined above.

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

MSO Representative \_\_\_\_\_