

The University of Iowa College of Dentistry

**Declaration of Patient Information Confidentiality**

All patients admitted to The University of Iowa, College of Dentistry, are informed of their "Patient's Rights". One of these principles, which direct the behavior of persons working at The University of Iowa, College of Dentistry, is particularly applicable to your position:

"To expect that all communications and records pertaining to your care will be treated as confidential within the dental care team."

The performance of your educational and employment activities may require retrieval of information from patient dental records and/or computer-stored patient information. Under no circumstances should this information be discussed with anyone unless this disclosure is required in the performance of your duties and responsibilities. Once confidential patient information has been retrieved in the performance of your activities, it then becomes your responsibility to properly "dispose" of the document by distributing to appropriate people, filing securely, or otherwise destroying the document. Collegiate policy prohibits retrieval of medical records or CRT information that is not required for the performance of your duties within the dental care team of the University of Iowa, College of Dentistry.

The confidentiality of information about patients that you obtain in the course of employment is protected by state law. State law prohibits you from making any disclosure of the information unless you are specifically authorized to do so under the policies of your department.

I declare that I have read and understood the above aspects of patient confidentiality. Furthermore, I understand that violation of the confidentiality of patient information is reason for disciplinary action including possible dismissal from my position and liability to civil and criminal penalties.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Class \_\_\_\_\_

(students)

Department \_\_\_\_\_

*Students, staff members and volunteers are required to sign this statement on an annual basis.*