



# NORTHAMPTON COUNTY

## Department of EMERGENCY MEDICAL SERVICES



### STANDARD OPERATING GUIDELINES

<b>TOPIC: Job Responsibility and Patient Privacy</b>	<b>SOG #: 2.22.6</b>
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Status: <b>ACTIVE</b>	Written: 03/28/2003
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Approved by: Hollye B. Carpenter	Adopted: 01/01/2013

## PURPOSE

To outline the job responsibilities related to patient privacy.

## SCOPE

All EMS providers

## CONTENT

1. The employee and/or volunteer is expected to protect the privacy of all patient information in accordance with the department's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with Northampton County Department of EMS.
  
2. The employee and/or volunteer may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The employee and/or volunteer may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other department operations.
  
3. The employee and/or volunteer is encouraged and expected to report, without the threat of retaliation, any concerns regarding the department's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.
  
4. The employee and/or volunteer is expected to actively participate in department privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with department policy.