

RELIABLE COMMUNITY ALTERNATIVES, INC.
5416 Veterans Memorial Blvd.
Suite #315
Metairie, LA 70003

Confidentiality

All Employees:

Upon the first day of employment with RCA all employees are to sign the following statement following a complete new employee orientation that includes a complete discussion of confidentiality at all times.

1. "I will not disclose confidential information on any consumer for family member to any person who is not specifically approved by the consumer/family/legal representative or other approved parties."
2. "I will not disclose confidential information concerning consumers or their families in circumstances where an unauthorized person might over hear."
3. "I realize that details of a consumer's treatment, past history, current behavior, and family history must be confidential."
4. "I realized that all documents relating to the consumer must be carefully safeguarded and released only to authorized personnel or person(s)."
5. "I will abide by all policies and procedures regarding confidentiality."
6. "I will request written permission from the consumer or responsible party before releasing any information from information from the consumer files."
7. "I will request verbal and/or written permission from the family before releasing any information relating to the family."
8. "I understand that the abuse/neglect of a consumer must be reported and is not protected under the Confidentiality Policy."

***Under no circumstances should a telephone number be given out to any one, without written or verbal permission from the family.

***Violation of any of the above guidelines will result in immediate termination.

Employee

Date