



### Confidentiality of Medical and Program Information

Chimes is committed to maintaining confidentiality of records for people served. This commitment is a priority for the Agency. Written policies on how confidentiality is maintained and the procedures for accessing information related to people receiving services are available for review.

Medical and program information is available on a need to know basis. Safeguards are in place regarding the maintenance and dispersal of information.

- The information is made available on a “need to know” basis.
- The information will be disclosed with the minimal necessary data to individuals that provide medical, habilitation or personal treatments and/or services supports.
- Person served or his/her legally authorized representative has the right to an accounting of all disclosures to entities other than those identified as authorized to receive the data.
- Person served or his/her legally authorized representative has the right to request clarification of information in the record.
- If the person served or his/her legally authorized representative has a grievance in how information is handled, he/she may submit a complaint to the Privacy Officer (Chief Operating Officer) of the Agency.

I, \_\_\_\_\_, have read or had the above read to me and understand my rights under the Agency’s policies on confidentiality of medical and program information.

\_\_\_\_\_  
*Signature of Person Served or Legally Authorized Representative* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Witness* \_\_\_\_\_  
*Date*