

**THIS IS ONLY A SAMPLE!!! PLEASE WRITE YOUR OWN BASED ON THE  
SPECIFIC NEEDS/SITUATION OF YOUR PRACTICE.**

**Patient Confidentiality**

“Confidential communication between a patient and physician” means information transmitted between a patient and his/her physician in the course of that relationship and spoken confidence.

The following methods will be used to ensure confidentiality:

- A. Medical records shall not be released unless there is a written consent by the patient, parent or legal guardian. (See attachment)
- B. All employees will be required to sign a confidentiality statement. (See attachment)
- C. The request should contain the following:
  - 1. Who is requesting the information.
  - 2. The date of the request.
  - 3. The purpose of the request.
  - 4. Specific information regarding the documentation to be released.
- D. Mental health, drug, alcohol or AIDS information will not be released unless a specific release of information is received. (See attachment)
- E. Only necessary information should be released. Total charts need not be copied where information requested is limited.