

**Confidentiality** (as found in Employee Handbook)

Employees are expected to maintain the confidentiality of VHHA and VHHA member activities and any and all business records or other information discovered by or disclosed to employees in the course of employment. Employees may discuss work-related activities only in the course of performing established job duties. Depending upon job duties, an employee may be required to sign an additional and more specific confidentiality agreement as a condition of employment.

Some employees may be granted access to protected health information (PHI) as necessary for performance of their duties. Access to and use of PHI by employees is subject to the VHHA HIPAA (Health Insurance Portability and Accountability Act) Policies and Procedures. All employees may be required to complete training on compliance with HIPAA and measures to protect the privacy and security of sensitive information, including PHI.