

## **Nondisclosure and Confidential Nature of Work**

All MAC records and information relating to MAC or its clients and families are confidential, and employees must, therefore, treat all matters accordingly. MAC adheres to all **Health Insurance Portability and Accountability Act (HIPAA)** rules and regulations pertaining to all Protected Health Information (PHI). All employees will be required to know and be tested on their knowledge of the rules and regulations pertaining to PHI through annual training regarding HIPAA provisions. Private records, including without limitation, progress notes, documents, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of MAC) may not be removed from MAC's premises without permission from MAC's Privacy Official. Additionally, the contents of MAC's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose and with written consent of the client. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside MAC. Employees who are unsure about the confidential nature of specific information must ask the HIPAA Privacy Official for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

Other confidential information includes, but is not limited to:

- Client lists
- Financial information
- Marketing strategies
- Pending projects or proposals
- Research and development strategies
- Technological development

All employees are required to sign HIPAA non-disclosure agreements as a condition of employment and may be required to sign non-disclosure agreements as they pertain to trade secrets and confidential business information. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.