
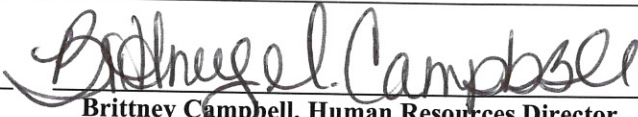




COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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Policy # 4008	Consequences to Breaches of Confidentiality
Origination Date: March 2002	
Revision Date: December 2003; April 2006; March 8, 2010	
Reviewed Date: June 2005; March 26, 2007; March 11, 2008; March 10, 2009, March 10, 2011, March 7, 2012, May 9, 2013, October 5, 2016	
Approved:	
 Bryan G. Stephens, Interim Executive Director	 Brittney Campbell, Human Resources Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board (hereinafter referred to as "the Boards") to respect and protect the confidentiality of client information. A client is identified as anyone, directly or through someone who acts on the client's behalf, who presents to the agency for assessment or treatment or telephones the agency seeking services. Client information means information concerning the client and the client's condition and treatment, whether that information is contained in a written record or not. It is the responsibility of all employees of the agency and all volunteers, students, consultants and contracted providers providing services to the agency to maintain the highest level of professional conduct with respect to confidentiality of client information at all times. In addition to agency policy that the confidentiality of client information is to be protected, that protection is required by State and Federal law and regulations. To insure the enforcement of this standard, the agency has developed a policy for consequences related to breaches in confidentiality.

PROCEDURE:

1. Confidentiality of personal and clinical information means protecting client information from any unauthorized and unnecessary exposure.
2. The only disclosure of information regarding a client that is routinely appropriate is the sharing of information that relates directly to the client's care and clinical treatment among the treatment team, and that is disclosed only for the purpose of providing services to the client. Any other disclosure, without prior authorization by the department director or that person's superior, is prohibited.
3. Any employee of the agency who accesses, shares or exposes client information, whether written or not, for reasons other than clinical necessity as described above, will be subject to serious discipline, up to and including immediate termination.
4. As to volunteers, students, consultants, and contracted providers:
 - a. Any volunteer, student, consultant and contracted provider who accesses, shares or exposes client information, whether written or not, for reasons other than clinical necessity as described above, or without prior authorization as described above, will be subject to serious sanction.
 - b. In the case of a volunteer or student, such sanction may include immediate termination of the volunteer or student from participation in agency activities.

- c. In the case of a consultant, such sanction may include immediate termination of the relationship between consultant and the agency, but in accordance with the contract between the consultant and the agency.
- d. In the case of a contracted provider, such sanction may include the most severe sanction permitted under the contract between the contracted provider and the agency including immediate termination of the contract between contracted provider and the agency if the contract so permits and in accordance with the procedures set forth in the contract.