

## **Health Insurance Portability and Accountability Act (HIPAA) King County Employee Access and Confidentiality Agreement**

Security and confidentiality is a matter of concern for all persons who have access to King County benefits records and other confidential protected health information (PHI). Each person accessing this data and resources holds a position of trust and must recognize the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorized to access King County benefits data and/or other PHI must read and comply with this Agreement.

As a King County employee you may have access either directly or indirectly to what this Agreement refers to as PHI. The purpose of this agreement is to help you understand your duty regarding PHI. Confidential information includes data related to employment records, disciplinary actions, medical information, beneficiary information, private health information and information proprietary to other companies or persons. You may learn of or have access to some or all of this confidential information in performing the duties assigned to you as a King County employee.

PHI and other confidential information is valuable and sensitive and is protected by law and by strict King County policies. The intent of these laws and policies is to assure that confidential information will remain confidential - that is, that it will be used only as necessary to accomplish the organization's mission. As an employee you are required to conduct yourself in strict conformance to applicable laws and King County policies governing confidential information. Your principal obligations in this area are explained below. You are required to read and to abide by these duties. The violation of any of these duties will subject you to discipline, which might include, but is not limited to, termination of employment and legal liability.

Accordingly, as a condition of and in consideration of your access either directly or indirectly to confidential information, by signing this document, you agree to:

- Respect the privacy and rules governing the use of any information accessible as a requirement in conducting your job.
- Not make unauthorized copies of records for your own use.
- Prevent unauthorized use of any information in files maintained, stored or processed by King County.
- Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through your work assignment.
- Not exhibit or divulge the contents of any record or report except to fulfill a work assignment and in accordance with King County policy.
- Not knowingly include or cause to be included in any record or report, a false, inaccurate, or misleading entry.
- Not remove any record (or copy) or report from the office where it is kept except in the performance of my duties.
- Report any violation of this code.
- Understand that the information accessed through all King County information systems contains sensitive and confidential employee information, which should only be disclosed to those authorized to receive it.
- Respect the confidentiality of any reports printed from any information system containing employee information and handle, store and dispose of these reports appropriately.

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- Understand that my obligations under this Agreement will continue after termination of my employment.
- Understand that my privileges hereunder are subject to periodic review, revision, and if appropriate, renewal.

By signing this Agreement, I agree that I have read, understand and will comply with the Health Insurance Portability and Accountability Act (HIPAA) King County Employee Access and Confidentiality Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Return completed form to Benefits and Retirement Operations Section (BROS)  
In care of Health Matters  
400 Yesler Way, MS: YES-ES-0500  
Seattle, WA 98104  
Attn: Caroline Hughes  
Fax: 206-263-6694**

**Questions? Contact BROS at (206) 684-1556.**