



# Stony Brook School of Dental Medicine

## CONFIDENTIALITY AGREEMENT FOR VISIT/TOUR PARTICIPANT(S)

Stony Brook School of Dental Medicine is required by federal and state law to protect and preserve the confidentiality and proper use of a patient's health information.

As a condition of your visit/tour, you must read, understand and agree to observe requirements for preserving the confidentiality of protected health information and privacy of patients at Stony Brook School of Dental Medicine (SDM) as follows:

1. Confidential personal information about a patient's medical condition is maintained by the SDM. It is possible, despite all reasonable efforts, that during your tour/visit, you may overhear or observe private and personal information about our patients. As a condition of your visit/tour, you agree that you will not seek access to private personal information. If however, you gain access to such information in the course of your tour/visit, you will not discuss it with anyone; you will not tell anyone, even another employee, that patient is in the SDM, unless it is a part of the purpose of your visit/tour.
2. In addition:
  - You will not write, record, photograph, videotape or in any way keep track of a patient's medical condition or medical care.
  - You will not access/read/review any medical record in paper or electronic form.
  - You will not photocopy or electronically print any part of a patient's medical record or any material/item which mentions a patient's name.
  - You will not communicate in any manner including but not limited to mail, fax or e-mail, anything about a patient's medical condition or medical care to anyone, even another SDM employee.
  - You will not access or look at any patient's medical record or medical information, whether it is the actual file, medical record itself or whether it is data stored in a computer system. This includes addresses and other personal information such as dates of birth and social security numbers. You agree that you will not look through any SDM patient files or a patient's computer database at random.
  - You will not handle any materials/documents containing individually identifiable health information.
3. You understand that any inappropriate access on your part will result in immediate termination of the visit/tour.
4. You will not handle any dental materials unless given to you to look at by the person responsible for the visit/tour.
5. You understand that any violation of this agreement may be actionable against you personally.
6. You understand that should you violate any of these rules and your agreement to these rules, the SDM reserves the right to pursue against you any and all legal remedies and/or actions available under the law.
7. If you have any questions about anything you have read, you must ask the person responsible for arranging/conducting the visit/tour, to thoroughly explain to you the parts you do not understand. You may contact the Office of Compliance at 444-5776 with any questions you may have prior to signing this agreement. Do not sign this agreement unless you understand it.

I understand the above-stated rules regarding privacy of patients and confidentiality of patient information and agree to abide by them as well as any other applicable policies and law.

\_\_\_\_\_  
Signature of Visitor/Tour Guest/Agent

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

\_\_\_\_\_  
Company/School Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

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