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 **CONFIDENTIALITY AGREEMENT Exhibit “A”**

Ochsner LSU Health Monroe has a legal and ethical responsibility to safeguard the privacy of all patients and protect information that is defined as confidential.

Confidential information includes information contained in manual documentation as well as information stored in the facilities computer systems. Patient, personnel, financial and other business records contain confidential information. I understand that information regarded as confidential must be maintained in the strictest of confidence. As a condition of my affiliation with Ochsner LSU Health Monroe, I hereby agree that I will not at any time during or after my affiliation with Ochsner LSU Health Monroe, disclose confidential information to any person, other than as necessary in the course of my affiliation with Ochsner LSU Health Monroe. Release of information must be provided by the appropriate, authorized personnel.

Institutional computer systems and the data in those systems may be accessed only by authorization from Administration; computer system access is granted only to persons who have been issued user identification codes. All user identification codes and passwords are confidential. I understand that I am directly responsible for the accuracy and completeness of data entries which are entered into Ochsner LSU Health Monroe computer systems. Revealing user identification codes or passwords is a crime punishable by fine and/or imprisonment (La. R.S. 14.73.1 et seq.). Using another employee’s user identification code/password or giving my user identification code/password to another person may result in disciplinary action, fine or imprisonment. Security violations may include but are not limited to failing to sign off when leaving the computer unattended; modifying my own medical or employment record; requesting that another employee access my employment or medical record; allowing another employee to use my password; accessing medical or employment records without having a legitimate reason; allowing anyone else to view confidential information while I am signed-on to a computer system: using another employee’s access code, revealing confidential information or business/financial details of patients or employees. All privacy and security violations should be reported and such incidents will be investigated.

My signature below indicates I have read this Ochsner LSU Health Monroe Confidentiality Agreement. The failure to abide by this agreement may result in legal action, including possible fines and/or imprisonment in accordance with applicable Louisiana State and Federal Law.

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 PRINTED NAME SIGNATURE

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