ACKNOWLEDGMENT

All residents, fellows and learners are required to complete this Acknowledgment at the beginning of each academic year.

I, _______________________________ (print full name) acknowledge that I am required to follow Baylor College of Medicine (“College” or “BCM”) policies as well as the policies of each affiliate educational institution while a participant in the College’s education programs. I have completed the mandatory training “Privacy and Security - Annual General Compliance Training” and have read and understand the BCM HIPAA Privacy Policies located at: https://intranet.bcm.edu/index.cfm?fuseaction= Policies.Policies&area=31 and Security policies located at http://intranet.bcm.edu/?tmp=it/policies and https://intranet.bcm.edu/index.cfm?fuseaction= Policies.Policies&area=12.

It is a **VIOLATION OF BAYLOR POLICY** to do any of the following:

- Use personal computing devices to store, process, or transmit patient information unless specifically permitted to do so in writing by the institution. All such permitted personal computing devices must be encrypted by technology approved by the institution.
- Remove from the premises of BCM or any Affiliate unsecure patient information (e.g., paper, unencrypted flash drive, etc.) without approval of my attending physician or department chief. I will keep unsecure patient information with me at all times and will not leave it in my vehicle.
- Forward any patient information to any personal email account(s).
- Access patient information of family, friends or colleagues using my log-in credentials unless it is related to my job responsibilities.
- Take photographs/images of patients with personal devices. Photographs/images of patients may only be taken using a BCM/Affiliate device when it is for treatment purposes, or with appropriate written patient authorization.
- Disclose any patient information through any type of social media.

All Baylor residents, fellows and students are required to immediately report any known or suspected misuse of patient information, data breaches, or policy violations, including information privacy or security violations. Reporting may be done by contacting privacycompliance@bcm.edu, by calling the Baylor toll-free Integrity Hotline at 855-764-7292, or through the Integrity Hotline web portal at www.bcm.ethicspoint.com.

______ (Initial) I will ALWAYS validate with the patient if it is ok to discuss the patient’s medical information when someone not involved in the patient’s care is present.

______ (Initial). I understand that if I have questions, at any time, regarding this Acknowledgment, I will contact BCM Compliance at privacycompliance@bcm.edu.

**BY MY SIGNATURE BELOW**, I attest that I have read and understand this Acknowledgment.

________________________________________
Signature

________________________________________
Date

Rev. 11/30/2018