

LIFECARE ALLIANCE

Nourishing The Human Spirit.

Training Materials, HIPAA and Confidentiality Acknowledgment

LifeCare Alliance Volunteer Training Materials are located at <https://www.lifecarealliance.org/volunteer/documents/>.

I recognize that I have access to this material, which includes the volunteer orientation slide show, HIPAA training outline, community safety policies, code of ethics, and Meals-on-Wheels temperature check policies. I acknowledge that it is my responsibility to read and follow these guidelines set forth in the policy. If I would like additional training or if I would like hardcopies of materials, I can submit this request via email to volunteer@lifecarealliance.com or by calling the team at 614-444-6325.

HIPAA: I have read and reviewed the LifeCare Alliance HIPAA Training Outline. This training includes information on the following topics:

- HIPAA definition
- HIPAA benefits
- What is a covered entity (CE)
- Protected Health Information (PHI)
- How PHI can be used / disclosed
- Minimum Necessary Standard
- Sharing Client Information
- LifeCare Alliance Privacy Officer
- Patient Privacy Rights
- LifeCare Alliance Duties

Statement of Confidentiality: I understand that all aspects of the delivery of client services and the business affairs of the agency are not to be discussed with anyone inside or outside the organization, except when required in the usual course of my work. Confidential information includes information about our clients, their families, home environment, medical records, waiting lists, source of client payment, agency financial or business operations, or information about any employee of the agency.

I confirm that I will not put confidential or identifying client information in any electronic or text message. If this information must be communicated to LifeCare Alliance staff, it will be shared via fax or phone call.

I understand that failure to comply with this confidentiality policy may result in termination of my volunteer service.

Print Name

Signature

Date