



## Sample Medical Information Confidentiality Policy

**Document 7023A**

**[www.leaplaw.com](http://www.leaplaw.com)**

Access to this document and the LeapLaw web site is provided with the understanding that neither LeapLaw Inc. nor any of the providers of information that appear on the web site is engaged in rendering legal, accounting or other professional services. If you require legal advice or other expert assistance, you agree that you will obtain the services of a competent, professional person and will not rely on information provided on the web site as a substitute for such advice or assistance. Neither the presentation of this document to you nor your receipt of this document creates an attorney-client relationship.

## **SAMPLE MEDICAL INFORMATION CONFIDENTIALITY POLICY**

[Employer] is committed to protecting the privacy of employees' medical information. Any medical information concerning employees will be maintained in separate, confidential medical files apart from regular personnel records. Only authorized employees will ever have access to such files.

Medical information concerning employees is absolutely confidential under state and federal laws and may not be discussed at any time with any person under any circumstances. An employee may discuss his or her own medical information if necessary for the performance of job duties, and employees may discuss medical information with the subject of the information at that person's invitation or request. If an employee is concerned about a coworker's possible medical condition, the employee must not discuss such concern with anyone other than [name, position, and contact information].

Any employee who is found to have discussed medical information about another employee with anyone else in violation of this policy, or who is found to have released such information without authorization, will be subject to severe disciplinary action, up to and possibly including immediate termination from employment. In addition, state and federal laws may subject such an employee to both civil and criminal action in a court of law.