**Patient Confidentiality**

Guidelines for the use of confidential information:

* Use of this information as necessary in the contact of patients.
* Do not photocopy patient information for your own use.
* Do not photograph patients.
* Access the minimum amount of information necessary to carry out your volunteer role.
* You may only access the confidential information of patients for whom you are volunteering when there is a need for that information.
* Be aware of your surroundings when discussing confidential information. It is inappropriate to discuss patients where others may overhear.
* If you have questions about the use or disclosure of confidential health information contact the clinic director or volunteer coordinator.
* When disposing of any documents with patient information, do not put them into a waste can. Instead, please dispose of documents in “Shredding Only” containers.

Remember the 4H’s of confidentiality: “What you see here and hear here, stays here.”