



Confidentiality and Information Access Agreement

As a Student contracted, volunteer, or other staff member with privileges at ABQ Health Partners, you may have access to confidential information that may include, but is not limited to, information relating to: patients, members, staff, physicians, ABQ Health Partners proprietary business information, or third parties (computer, client, or vendor information). This access to confidential information may be through a computer system or through other employment activities. Confidential information is strictly protected by law and ABQ Health Partners policies. Employee is required to conduct in conformance to applicable laws and ABQ Health Partners policies governing confidential information. Failure to adhere to ABQ Health Partners policies regarding confidential information could mean disciplinary action up to and including termination and legal action.

Students agrees to; respect the privacy and rules governing use of any such information in any form; not divulge, copy, release, sell, or use for personal benefit, loan, review, identify, remove, alter, or destroy confidential information except as properly authorized within the scope of professional activities affiliated with ABQ Health Partners, not divulge any information; disclose information only to those authorized to receive it; prevent unauthorized use of any such information (release of any information must follow the applicable Release of Information Policies and Procedures); not knowingly include, or cause to be included in any record or report a false, inaccurate, or misleading entry; and not remove or copy any record or information from the facility where it is kept except in performance of my duties.

Password(s) or other access authorizations provided, Students agrees to; not disclose password(s), authentication code, or device to anyone else, or allow anyone else to access or alter information under Students identity; not utilize anyone else's authentication code or device in order to access any ABQ Health Partners system; accept responsibility for all activities undertaken using Student access code or other authorization.

Computer systems and software, Students agrees to; respect the ownership of propriety software, including not making unauthorized copies of such software for personal use or distribution; respect the limited capacity of the system, to limit Students use of the system so as not to interfere unreasonably with the activity of other users, log out of information systems, and not leave unattended a display device to which Students logged on; not install, download, or operate any non-licensed or non-approved software on any computer provided by ABQ Health Partners, including, but not limited to, screen savers, games, or other executable codes.

Students understand that; all access to the system and activity will be monitored for audit trail purposes as required by law; obligations under this Agreement will continue after termination of employment. Students understand that these computer and information access privileges are subject to periodic review, revision, and renewal; violations of this policy by an individual or entity should be reported to the manager in charge of the system security administrator. Reports made in good faith about suspect activities will be held in confidence to the extent permitted by law, including the name of the individual reporting the activities.

This agreement contains important information regarding the terms of Student's employment with ABQ Health Partners. By signing this, I agree that I have read, understand, and will comply with the agreement listed above.

Student Name

Signature

Date