***Confidentiality Policy***

**Purpose**

To ensure that all patient care, employee records, and business operations at Pandora Family Medicine remain strictly confidential — in full compliance with state and federal privacy laws.

**Policy Statement**

This policy applies to all employees, as well as any non-employee (e.g., contractors, vendors, consultants) who may be granted access to sensitive information.

We are committed to safeguarding all confidential materials related to:

* Patient care
* Employee records
* Practice finances and operations
* Access to any confidential information is permitted only on a need-to-know basis.

**Requirements for Non-Employees:**

* Must sign a Confidential Disclosure Agreement (CDA)
* May access only the information required to perform contracted services
* Must abide by strict limits on scope and handling of information

**Reporting & Responsibility**

All team members — including temporary personnel — are expected to report any suspected breach of confidentiality to the: Office Manager or Physician Owner

**Violations & Disciplinary Actions**

Employees may face disciplinary action if they:

* Access confidential information not necessary for their role
* Disclose any sensitive information to unauthorized individuals
* Fail to safeguard patient, employee, or financial information
* Do not report known or suspected breaches

**Non-Employee Breaches**

Any third party or vendor who fails to uphold confidentiality standards may:

* Be denied future access to records or systems
* Face contract termination
* Be subject to legal action for violating the CDA

**Enforcement**

*Pandora Family Medicine takes confidentiality seriously.*

Violations of this policy will be investigated thoroughly and may result in:

* Corrective action or retraining
* Termination of employment or contract
* Legal action, depending on the severity of the violation