Health Insurance Portability and Accountability Act of 1996 (“HIPPA”)

Compliance Agreement

While providing Cleaning Services at any Hospital/Clinic, or any facilities owned or operated by the Medical Facility, our Cleaners may have access to protected health information (“PHI”) for treatment, payment or healthcare operation as those terms are defined by the Health Insurance Portability and Accountability Act of 1996 (“HIPPA”) as well as confidential and proprietary information about the Medical Facility and its business transactions and relationships.

It is the intention of Amelia Building Maintenance, Inc. and your Cleaner to ensure the confidentiality and integrity of the Medical Facility’s protected health information of both patients and employees, as required by HIPPA, professional ethics, accreditation standards, licensure requirements and any other legal requirements.

Our Professional Cleaners are expected to Follow these policies, guidelines and standards for workforce performance expectations which are mandated by HIPPA.

* Cleaners may have access to PHI at the Medical Facility, but shall not photograph, print or otherwise copy any PHI/confidential records and shall not access or view any Confidential information or PHI or utilize equipment, other than what is required to do their job.
* Cleaners are to keep all PHI, regardless of whether is it oral, written or maintained in electronic media, confidential and shall not disclose such PHI as permitted by HIPPA or other applicable federal, state or local laws, rules or regulations. Also, all confidential and proprietary information about the Medical Facility and its business transactions and relationships shall be kept confidential.
* Cleaners acknowledge this information is confidential, and it shall NOT be disclosed to anybody inside or outside of the Medical Facility and may NOT be discussed with family or friends even if the information is about them.

Amelia Building Maintenance, Inc. understands and acknowledges that the restrictions and obligations under this Agreement are reasonable and necessary in order to protect the interest of patients and the Client (Medical Facility). Failure to comply with this agreement is any respect may result in disciplinary actions, termination of employment and/or other prosecutions.

Ray Fountain

**Ray Fountain |** *President*

**Amelia Building Maintenance, Inc.**