



Oregon State Hospital Safety & Confidentiality Agreement

I understand that:

- Oregon State Hospital must ensure the safety and security of all patients, staff and visitors.
- Oregon State Hospital has a legal and ethical responsibility to safeguard the privacy of all patients and to protect the confidentiality of their health information.
- Oregon State Hospital must ensure the confidentiality of its human resources, payroll, fiscal, research, computer systems, and management information (collectively “Confidential Information”).

SAFETY

In order to ensure the safety of my visit to Oregon State Hospital, I understand that I must:

1. Wear a green visitor badge in clear view at all times.
2. Follow the instructions of the tour guide if an emergency code is heard through the overhead announcement system.
3. If separated from my tour guide, tell someone wearing a badge with a blue border so I can be reunited with the tour guide.
4. Limit contact with patients who are identified by yellow or purple badges.
5. Refrain from taking any audio or visual recordings, including photographs or videos, unless prearranged and approved by the hospital.
6. Refrain from bringing any bags, purses, food, knives, firearms or other weapons inside the hospital.

7. Store any belongings in the lockers in the hospital lobby, this includes phones.
8. Wear “business casual” clothing.
9. Notify the hospital ahead of time if special accommodations must be made for disabilities.

CONFIDENTIALITY

In the course of my visit to Oregon State Hospital, I understand that I may inadvertently become aware of Confidential Information.

1. I will not disclose or discuss any Confidential Information with others, including friends or family, who do not have a need to know it.
2. I will not access or view any Confidential Information, or utilize any Oregon State Hospital equipment.
3. I will not make inquiries about Confidential Information for or from people who do not have proper authorization to access such Confidential Information.
4. I will not make any unauthorized transmissions, inquiries, modifications, or purging of Confidential Information in Oregon State Hospital’s computer system.
5. I understand that violation of this Agreement may result in legal liability.

By signing this document I understand and agree to the following: I have read this entire agreement and agree to comply with all its terms.

Signature: _____

Print Name: _____

Date: _____