

Ministries of Jesus Confidentiality Policy

Recognizing that Ministries of Jesus is a care facility that involves sensitive, individual, personal information we need to exercise great care in how we communicate. We will try to foster a sense of trust in our clients through our confidentiality. The following policy sets forth guidelines that should be considered by all workers involved in MoJ.

1. In any public setting only the first name of any client should be used.
2. Staff, volunteer, client, or business information should not be discussed in public settings.
3. All conversations with or about clients should be conducted in private.
4. Only the director, the triage nurse or their appointed agent can authorize the release of MoJ client information.
5. Access to client information should be limited to those involved in the client's care.
6. Computer screens, patient records, and other paper work, with client information, should be kept out of public view.
7. MoJ personnel should log off computers with personal client information showing when they are away from their desks for extended periods or turn the monitors off with the information screen minimized or closed if away from their computers for shorter periods.
8. FAX machines and printers should be kept out of public reach.
9. All MoJ personnel should read and sign the form entitled **“Confidentiality”** along with their MoJ application.