



# Your Obligation To Report

***Individuals who know or suspect that a privacy or information security violation has occurred have a responsibility to report the suspected violation .....***

All of us are required to protect confidentiality and consumer privacy regardless of our job description, whether we work in administration, direct care, or other support areas.

Breach of confidentiality may result in civil or criminal penalties and/or employment corrective action including termination. Some health care professionals could be reported to licensure boards and have their licenses suspended/revoked.

## **What are some examples of a potential violation?**

- ✓ **Discussing consumer care on social networking sites even if no consumer names are used.**
- ✓ **Accessing consumer information without a need to know.**
- ✓ **Disposing of confidential information inappropriately (in trash cans/receptacles).**
- ✓ **Sharing logins/passwords to iServ system.**
- ✓ **Disclosing consumer information without a valid authorization from the consumer or if not allowed by federal or state laws.**
- ✓ **Faxing consumer information to the wrong number.**
- ✓ **Leaving consumer information out where it may be accessible to unauthorized individuals (unlocked offices, not secured in desk drawer/cabinet or monitored by staff person).**
- ✓ **Stolen/lost Center iPad/cell phone/laptop.**

**You have an obligation to report suspected violations under the Privacy, Confidentiality and Security policies and procedures.**

**You may report to:**

- **Your supervisor**
- **GBC Privacy Officer: B.J. Janak @ 582-2358, [bjanak@gulfbend.org](mailto:bjanak@gulfbend.org)**
- **GBC Security Officer: Glenn Zengerle @ 582-2357, [gzengerle@gulfbend.org](mailto:gzengerle@gulfbend.org)**
- **Quality Management: Kim Sheblak @ 582-2317, [ksheblak@gulfbend.org](mailto:ksheblak@gulfbend.org)**