



MIRACLES IN MOTION CONFIDENTIALITY POLICY

PERSONS SUBJECT TO THIS CONFIDENTIALITY POLICY: FULL AND PART TIME STAFF, INDEPENDENT CONTRACTORS TEMPORARY CONTRACTORS, VOLUNTEERS AND BOARD MEMBERS

1. Miracles in Motion shall preserve the right of confidentiality to all individuals in its program.
2. The staff shall keep confidential all medical, social, referral, personal and financial information regarding a person and his/ her family.
3. A rider may not be competent to give consent for disclosure for medical or sensitive information or both (including photographs and videotapes) because of age or medical incapacity. As a general rule, infants and children under age 18 do not have legal authority to consent to disclosure. Only parent(s), legal representatives or others defined by the state statute generally have this authority.
4. Adults with developmental disabilities are presumed legally competent to give or deny consent to disclosure unless they have been adjudicated incompetent to make this type of health care decision. If a substitute decision maker has been appointed, you must obtain specific informed written consent from that individual.
5. Inter-Agency access to and disclosure of medical and/or sensitive information will be done only with riders or guardian written consent.
6. There can be and will be penalties for employees or volunteers who breach the confidentiality policy of Miracles in Motion. These can include, verbal or written reprimand, loss of certain job responsibilities and termination. The board of directors, and or the program director will make this decision.

I understand and will observe the confidentiality policy of Miracles in Motion

Signature _____ Date _____

Witness _____ Date _____