

Client Confidentiality Policy and Procedures

Created: December 12, 2002
Revised: October 3, 2006

POLICY

All client information obtained by Comfort Keepers is kept within the company and used only for the benefit of providing quality care. The information is provided only to those caregivers and officers on a need to know basis. All employees and officers that are privy to any particular client's information will not share that information with anyone outside the company or with anyone within the company that does not have a reasonable need to know.

All employees of Comfort Keepers receive training in HIPAA on the first day of employment during orientation.