



Date: September 26, 2016  
To: All Sharp HealthCare Employees, Medical Staff, Students and Volunteers  
From: Mike Murphy, President and CEO  
Subject: **Annual Patient Privacy Reminder**

As a reminder, our patient's medical records and information must be kept confidential and secure. This includes preventing inappropriate disclosures via fax machine, computer and electronic devices. Not only is it the right thing to do for our patients, Federal and California law impose severe penalties on us as individuals, and as an organization if we fail to protect the privacy of medical information.

California law prohibits the inappropriate access to, and use or disclosure of patient medical information without a direct need for diagnosis, treatment or other lawful use as permitted by the California Confidentiality of Medical Information Act.

In addition, the regulations require that we establish audit procedures to protect the inappropriate access to medical information. Among the audits being conducted are reviews to identify who is accessing:

- a. Medical records of Sharp employees or public figures.
- b. Medical records of patients with the same last name as the individual access the medical record.
- c. Medical records of patients that have been discharged for a long time period.

Please remember that a patient's privacy must be protected. We must only access another patient's medical record for a reason specifically related to our work with Sharp HealthCare. Accessing a patient's medical record for any other reason, even out of concern for a friend, relative or co-worker is strictly prohibited. Violating Sharp's policies pertaining to inappropriate access to medical information will result in significant disciplinary action.

Thank you for protecting the medical information of our patients.