**ViemmaRx Inc Healthcare Policy: Protecting Patient Confidentiality**

**Purpose**

To ensure that patient information remains confidential and secure and that employees know their role. Here at ViemmaRx Inc., we are dedicated to ensuring that our patients’ trust in us to provide holistic care is the same as treating the confidentiality of their health information. Therefore, our purpose is to empower all employees and vendors with ViemmaRx with clear policy guidance on how to play a vital role in upholding this promise while remaining a foremost pharmaceutical company operating on the beacon of excellence.

**Scope**

All employees, contractors, agents, consultants, students, trainees, volunteers, and temporary workers who have access to patient and health information are subject to this policy.

**Policy**

1. **Confidentiality**: Patient information is confidential and shall not be disclosed to unauthorized persons.
2. **Authorized staff**: Only authorized staff who require information about a patient to do their job are allowed to see this information.
3. **Permitted Disclosures**: Patient information may be disclosed:

* To the patient or their authorized representative
* For treatment, payment, or healthcare operations (TPO)
* As required by law (as part of an ongoing investigation and collaboration with law enforcement)
* With the patient's written consent (documented and retrievable for easy verification)

1. **Prohibited Disclosures**: Patient information shall not be disclosed:

* To unauthorized personnel
* For personal gain or benefit
* For malicious or harmful purposes

1. **Security Measures**: Appropriate security measures shall be taken to protect patient information, including:

* Secure storage and disposal of records
* Encryption of electronic records
* Access controls and authentication

1. **Reporting Breaches**: Any breach of confidentiality shall be reported immediately to the Privacy Officer.
2. **Consequences**: Violations of this policy can lead to disciplinary action, up to and including termination.

**Responsibilities**

**Employees**: Adhere to this policy and report any breaches or violations.

**Supervisors**: Ensure employees understand and comply with this policy.

**Privacy Officer**: Monitor compliance, investigate breaches, and provide training.

**Training and Education**

Employees are given and regularly re-trained on how to comply with this policy.

**Review and Revision**

This policy is subject to revision at any time to reflect changes in laws and regulations.

**Acknowledgment**

Any employee who fails to comply with the procedures within this policy will be subject to disciplinary action, up to and including termination of employment. Employees must submit a written acknowledgment form, carrying the employee’s signature and date, certifying that he or she has read and understood the policy and will obey its provisions.

**Effective Date**

This policy is effective as of 6/22/24 and supersedes all previous confidentiality policies of ViemmaRx Inc.