

Patient Confidentiality Guidelines

Dear [Staff Name],

As part of our commitment to maintaining the highest standards of patient confidentiality, we require all staff members to adhere to the following guidelines:

1. Always safeguard patient information in any form, including verbal, written, and electronic.
2. Discuss patient information only with authorized personnel and in secure environments.
3. Ensure that patient records are locked and secured when not in use.
4. Never share your login credentials for electronic health record systems.
5. Report any breaches of confidentiality immediately to your supervisor.

By following these guidelines, we can protect our patients' privacy and uphold the trust they place in us. Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Title]
[Organization Name]