

Researcher Confidentiality Education Form

Name		Start Date	
Supervisor		Department	

What You Need To Know About Patient Confidentiality as a Researcher at The Ohio State University Wexner Medical Center

During your time at OSU Wexner Medical Center, you may see or overhear patient information. Patient information is confidential and is protected by law. Because patient information is protected by law, you must follow certain rules while you are here.

You must:

- Respect the privacy and confidentiality of our patients.
- Only ask for or access/view information that you have been given permission to access/view.
- Only access/view the minimum amount of information that is required to complete your work.
- Adhere to OSUWMC’s Information Security Policy 07-06 (available on OneSource).
- Ask for assistance from your Principal Investigator, supervisor, the Privacy Office or Information Security when in doubt of how to secure information you have heard or received.

Additionally:

- You must NOT access patient information in the electronic or paper medical record without appropriate research approvals.
- You must NOT copy, remove or take identifiable patient information with you. Patient information must be transported according to OSUWMC’s Physical Removal and Transport of Patient Information Policy 09-18 (available on OneSource).
- You must NOT send, transmit or store any patient information on your personal devices (cell phones, computers, flash drives, external hard drives, etc.) This includes texting, instant messaging, photographs, and emailing patient information to yourself or other colleagues outside of the OSUWMC email system.
- You must NOT use services or products outside of the OSUWMC network (e.g. cloud storage) to store or share patient information, unless it has been approved by OSUWMC’s Information Security team.
- You must NOT share passwords or login information.
- As a researcher, you must NOT provide any treatment or assist with routine clinical care.

You must keep information confidential. If you need to write a report or do a presentation about your experience, do not talk about patients in a way that someone could identify them. If you need help, work with your Principal Investigator and supervisor. Otherwise, you may talk about patients with members of the team associated with the relevant research, but you may not talk to anyone else about patients.

You may be removed from The Ohio State University Wexner Medical Center if you do not follow these rules or if you violate patient confidentiality. Any such violation is in violation of federal law and the appropriate university personnel will be notified. OSUWMC and/or the university may take additional legal action. Failure to follow these rules may result in fines or criminal penalties.

Please sign below to indicate that you understand your responsibilities.

Researcher Signature: _____ **Date:** _____

Researcher Printed Name: _____

Supervisor Signature: _____ **Date:** _____

Supervisor Printed Name: _____

Staff Supervising the Researcher Named Above: Please retain a copy of this form in your department files for 6 years. Please scan and email a copy of this form to the Health System Privacy Office at PrivacyOffice@osumc.edu. If you have any questions, please contact the Health System Privacy Office at 614-293-4477.