



Mary's Home Maryland

MARY'S HOME HIPAA VOLUNTEER COMPLIANCE AGREEMENT

It is the intention of Mary's Home to ensure the confidentiality and integrity of protected health information, background and history, and all confidential information we may have about Mary's Home guests as required by HIPAA, professional ethics, accreditation standards, licensure requirements, and any other legal requirements.

Volunteers are expected to follow Mary's Home policies, guidelines, and standards for workforce performance expectations that are mandated by HIPAA. Violation of these rules and standards is not acceptable.

Compliance with all relevant standards includes the following:

Volunteers must not review protected health and history information for any purpose other than that which is a legitimate need to know, as determined by the professionals in the industry who are experts as such, as Mary's Home relies solely and completely on the resources in the community recognized by all Health and Mental Health, Social Services, et al. These are determined solely by the Executive Director and the decision makers of the professionals involved, with correct ethical and legal guidelines in place, and the correct waivers of information that must be signed freely and willingly by a guest of Mary's Home. **AT NO TIME IS ANY VOLUNTEER PERMITTED TO SIGN A WAIVER OR REPRESENT THEMSELVES AS REPRESENTATIVE OF MARY'S HOME OR TO ENCOURAGE OR REQUEST THAT A GUEST OF MARY'S HOME GIVE EITHER WRITTEN OR ORAL WAIVER OR PERMISSION OF PROTECTED INFORMATION.**

Boundaries and restraints of Mary's Home, solely a maternity home entity: Volunteers must not intentionally access or disclose protected health information in a manner inconsistent with accepted entities policies and procedures, for personal gain, curiosity, or any other reason not permitted by HIPAA. The professionals in community resources, on which Mary's Home relies solely, are well equipped and knowledgeable to ascertain and determine care for Mary's Home Guests.

I, _____, acknowledge my understanding of my duties as a volunteer as set forth herein. I further understand that these duties and standards apply even after my connection with Mary's Home and all current and past guests of Mary's Home ends. At all times Mary's Home and its guests shall be protected by standards of the industry.

Date

Signature

