

**National Board of Accreditation for Orthotic Suppliers
Confidentiality Guidelines**

All employees, independent contractors and volunteers of the National Board of Accreditation for Orthotic Suppliers (NBAOS) may have access to confidential information from clinics, facilities and personnel of applicants. It is critical that this information be treated with the confidentiality it deserves. For purposes of these Guidelines, Confidential Information includes, but is not limited to, any information considered to be Protected Health Information (“PHI”) under HIPAA privacy regulations, financial and pricing information, all books, manuals, documents, materials, business or technical information, trade secrets, systems, strategies, policies and procedures and all other information concerning the applicant’s business, contractual relationships with facilities, payors and other healthcare providers, and plans or policies related to the applicant or its patients that is (i) not otherwise available to the public, (ii) divulged to NBAOS by a person subject to obligations of confidentiality, or (iii) not required to be divulged pursuant to an administrative or court order or otherwise pursuant to applicable law.

NBAOS and its employees, contractors and agents shall not, directly or indirectly, disclose to any person or entity, other than its employees, agents or independent contractors engaged by NBAOS, any Confidential Information regarding its applicants, except as specifically authorized by the applicant and/or required by applicable law. NBAOS reserves the right to disclose information on current accreditation status and history, dates of surveys, and status of accreditation process as necessary for CMS. Violation of these Guidelines is grounds for immediate dismissal or removal from an NBAOS position. In addition, licensure boards may be contacted relating to unethical behaviors, as deemed appropriate by the Board of Directors of NBAOS. Additionally, NBAOS requires the completion of the statement below as acknowledgement of the obligations stated in these Guidelines.

I acknowledge that information obtained from the accreditation process of NBAOS, including, but not limited to, patient PHI, records of employees, policies and procedures, financial information, and disciplinary actions are confidential in nature. As such, disclosure or distribution of Confidential Information through any means, including any written or oral form, is strictly prohibited. Illegal access or misuse of Confidential Information is grounds for immediate dismissal, and may incur further legal and/or licensure action.

Signature: _____ Date: _____

Printed Name: _____