

Essex County Medical Reserve Corps (MRC)

Statements of Agreement



MRC Confidentiality Statement

In accordance with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the following confidentiality statement is being provided to all employees, contracted personnel and volunteers.

I am an employee, a contracted employee, a business associate or a MRC or CART volunteer of Essex County.

I understand that I may receive or be exposed to certain confidential information in the course of my duties whether intentional or unintentional, and I agree to the following with regard to that information:

1. I will keep all patient information private and secure and will take every precaution in protecting the patient's information whether the information is electronic or paper-based.
2. I will refrain from discussing patient information in public areas where information can be potentially overheard.
3. I will only access information that is pertinent to the performance of my job and will access information based on the "minimum necessary" to complete my task.
4. I will provide information on a need-to-know basis to individuals who are authorized to receive such information.
5. I will not copy and remove any patient information from the premises under any circumstances unless authorization has been provided by my superior.

I also understand that Essex County and I may be sanctioned and prosecuted should I fail to abide by the above rules as follows:

- Fines of up to \$50,000 and/or imprisonment of up to 1 year;
- If the offense is "under false pretenses," a fine of up to \$100,000 and/or imprisonment of up to 5 years; and
- If the offense is with intent to sell, transfer, or use individually identifiable health information for commercial advantage, personal gain, or malicious harm, a fine of up to \$250,000 and/or imprisonment of up to 10 years.

I also understand that this confidentiality agreement will remain in force beyond my volunteered time period with the above-stated penalties.

I agree to the fact that I have read, understand and am in accordance with the terms of this statement.

MRC Code of Conduct

Individuals volunteering for, activated by, or representing Essex County Medical Reserve Corps (MRC) shall adhere to the following policies. All Essex County MRC members must agree to abide by the codes identified within this document. Essex County Health Department has the authority to use discretion and deactivate any Essex County MRC representative for behavior(s) that is/are contrary to the code of conduct as needed.

1. Individuals shall project a professional manner and appearance while participating in any Essex County MRC – related activities. The following will not be tolerated while on serving as an Essex County MRC volunteer:
 - a. Consumption of alcoholic beverages while on duty or any display of public drunkenness
 - b. Possession, use or selling of any illegal drugs
 - c. Violation of any laws
 - d. Public outbursts, public derogatory remarks about other organizations or individuals
 - e. Illegal use or display of a firearm
2. Individuals shall observe all safety rules and regulations and be familiar with proper usage and operation of all equipment.
3. Individuals shall identify operations that are beyond their capabilities based on their experience, training and knowledge. Individuals shall be expected to accept assignments and/or orders as directed by the appropriate supervising authority, or if required, make discretionary decisions based on appropriate intent and good judgment.
4. Individuals while representing Essex County MRC will not participate otherwise in operations that serve to promote personal gains, ideologies, or individual organizations.
5. Individuals shall remain in contact with the appropriate ICS authority, and confine their activities to the stated mission and directives of the Incident Action Plan.
6. All individuals shall wear current identification as required by the Incident Commander, and an Essex County MRC badge, while on site at a disaster.
7. Individuals will participate in debriefings and provide feedback following an incident in which they participate.
8. Individuals shall refrain from taking photographs.
9. Individuals shall not accept personal gratuities.
10. Volunteers serving as part of an official Essex County MRC activation will direct all questions and requests for interviews to the Press Information Officer indicated in the ICS organizational structure.

Photo ID Submission Statement

I hereby agree to submit an electronic picture of myself from the shoulders up to be used for ID badge creation.

This must be sent to Kori.McCauliffe@EssexCountyNY.gov .

I hereby agree to wear the MRC ID Badge issued to me in any reponse activities.
