



## ProvLink Confidentiality and Nondisclosure Agreement

Name: \_\_\_\_\_  
*(Please Print – Last Name, First, MI)*

Date: \_\_\_\_\_

I understand that in the course of performing services on behalf of Providence Health Plans (PHP) using the on-line secure website, **ProvLink**, I will have access to information that is valuable because it is not generally available or known to the public. I agree that such information is confidential information that belongs to PHP. Confidential information includes but is not limited to patient, customer, member, provider, group, physician, employee, financial and proprietary information, whether oral or recorded in any form or medium. I agree that any such information developed by me for PHP, alone or with others, may also be considered confidential information belonging to PHP.

I will hold PHP's confidential information in strict confidence and will not disclose or use it except (1) as authorized by PHP; (2) as permitted under a written agreement between PHP and my employer or myself; (3) consistent with the scope of services I perform on behalf of PHP and with applicable PHP policies and practices; (4) solely for the benefit of PHP, its patients, members and other customers; and (5) if such confidential information is also protected health information under the Health Information Portability & Accountability Act of 1996 ("Act"), consistent with the requirements of that Act.

I will not access Confidential Information for which I have no legitimate need to know.

I understand my responsibility to become familiar with and abide by applicable PHP policies and protocols regarding the confidentiality and security of confidential information contained within ProvLink, including, but not limited to:

Protect your Password:

- Do not share your ProvLink username and password. Use one secured username and password per computer user.
- Do not leave your written ProvLink username and password lying near your computer.

Close your Internet Browser:

- Do not leave your web application session open – close the window.

Log off of ProvLink:

- Log off ProvLink if you will be leaving the computer unattended.
- Log off ProvLink when another person will be using the computer.
- Press "Control + Alt + Delete" and then "Enter" to lock your computer. You can also log off under the Start button.

Contact PHP when you or a staff member leaves the clinic's employ so that the account is closed.

I understand that if I breach the terms of this Confidentiality and Nondisclosure Agreement or applicable PHP confidentiality, privacy and/or security policies, PHP may terminate my association with PHP, including any written agreements with PHP. In addition, PHP will be entitled to all remedies it may have under such agreements or at law, as well as to seek and obtain injunctive and other equitable relief.

\_\_\_\_\_  
New User's Signature

\_\_\_\_\_  
Clinic Name

**Please fax request to 503-574-8161**  
**Send account term notices to [lori.easter@providence.org](mailto:lori.easter@providence.org)**