

## **AHVAP Member Confidentiality**

### **Purpose**

The purpose of the Association for Healthcare Value Analysis Professionals (AHVAP) Member Confidentiality policy is to establish standards for confidentiality of the information provided by members, supplier partners and Management Services.

- A. Respecting the privacy of our members, supplier partners and Management services employees is a basic value of AHVAP. All information concerning members, former members, the management staff, financial data, and business records of AHVAP is confidential.
  - 1. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the member and with approval from the AHVAP Board of Directors. All records dealing with specific members must be treated as confidential.
  - 2. Care shall be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.
  - 3. AHVAP employees, volunteers and Board members may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of AHVAP that such information be kept confidential. "Confidential" means that you are free to talk about AHVAP, assigned projects and your position, but you are not permitted to disclose member profile information or talk about them in ways that will make their identity known without express, written permission. AHVAP staff will not distribute member information to volunteers with the exception of new member reports to ensure that member records and personal confidentiality are protected.
  - 4. Members are expected to return AHVAP materials containing privileged or confidential information on their separation from the organization or expiration of service.
  - 5. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including revocation of membership.
  - 6. General information, publicly held information, policy statements or statistical material that is not identified with AHVAP, the management firm, or any organization, individual or family is not classified as confidential.
- B. Management staff members are responsible for maintaining the confidentiality of information relating to management staff members and AHVAP members. Failure to maintain confidentiality may result in termination of membership or dismissal from management services for AHVAP. This policy is intended to protect you as well as AHVAP because potentially, violations of this policy also may result in personal liability. Termination of membership or management services must be reviewed by AHVAP Board of Directors and approved by a quorum majority vote.

03/2022

Revision/Review Approval Date

10/2022

Date approved by AHVAP Board of Directors