

HIV-related information includes the results of any HIV-test or HIV status, or HIV-related lab test, or if a person has been potentially exposed to HIV

General Confidentiality Practices:

- » All agency staff should understand agency, local, state, and federal confidentiality laws <https://www.cdc.gov/hiv/policies/law/states/index.html>
- » Staff should be able to discuss confidentiality laws with clients in an accessible way

Local, State, and Federal Laws:

- » Staff should follow all HIPAA laws to protect patient privacy laid out on the HIPPA website.
- » Staff should follow all local/citywide and statewide confidentiality laws

Discussing HIV-Related Information:

- » Always be conscious of your surroundings while discussing a client's HIV-related information to prevent someone overhearing or seeing any private information
- » Only have conversations regarding client HIV-related information in a private location
- » Any computer that is used to access client HIV-related information must be locked when not in use
- » File any client paperwork in its appropriate location immediately after use

Accessing and Releasing HIV-Related Information:

- » Staff members are responsible for obtaining written consent from the client to release HIV-related information at all times
- » Staff members should know, as dictated by state and federal protocols, what is needed to request and access HIV-related information, and who can access such information
- » Staff members can only release a client's HIV-related information without the client's consent when it is necessary and the client is physically unable to provide consent