Anschutz | PEOPLE SCIENCE HEALTHIER TOMORROWS

A HEALTHIER TOMORROW TOGETHER

Working with Coworkers Who Are Also Patients

Privacy, Respect, and Professionalism

In healthcare settings, employees may also receive care from our clinics. When a coworker becomes a patient, they are entitled to the same privacy, confidentiality, dignity, and quality of care as every other patient.



Remember: Being a coworker does not reduce a person's right to privacy.
Treat every patient — including your colleagues — with the same professionalism and care.

DO

HELP CREATE A SAFE, RESPECTFUL ENVIRONMENT

- Treat coworker-patients with respect and professionalism.
- Protect confidential health information at all times.
- Access medical records only when required for your job duties.
- Follow all HIPAA, privacy, and confidentiality policies.
- Allow coworkers to decide what health information they want to share.
- Keep any voluntarily shared information confidential.
- Provide the same standard of care and service you would provide to any patient.

DO NOT

PROTECT PRIVACY. AVOID THESE ACTIONS.

- Access a coworker's medical record out of curiosity.
- Look up appointments, diagnoses, medications, test results, or treatment information unless required for your job.
- Discuss a coworker's health condition with others.
- Share information heard in clinical areas, workspaces, break rooms, or hallways.
- Ask intrusive questions about medical appointments or conditions.
- Post, text, email, or otherwise share information related to a coworker's healthcare visit.
- Give special treatment or bypass normal clinic processes because you know the patient personally.

If a Coworker Shares Health Information with You

- Listen respectfully.
- Maintain confidentiality.
- Offer support if appropriate.
- Respect their wishes regarding privacy.

"Thank you for sharing that with me. Let me know if there is a work-related way I can support you."

Managers and Supervisors

- Respect employee privacy.
- Avoid requesting medical details.
- Discuss only work-related restrictions or accommodations through Human Resources or Occupational Health processes.
- Never seek information through medical records or informal conversations.

Potential Consequences of Privacy Violations

Improper access, use, or disclosure of a coworker's protected health information may result in:

- Corrective or disciplinary action
- Loss of system access
- Termination of employment
- HIPAA violations and possible legal penalties

When in Doubt ...

Ask yourself:

"Would I be comfortable if someone treated my personal health information this way?"

If the answer is no, stop and seek guidance from your supervisor, Privacy Officer, Compliance Office, or Human Resources.

Every patient deserves privacy. Every coworker deserves respect.

When a coworker becomes a patient, protect their information and treat them with the same professionalism you would expect for yourself.

People Care Here.