

**Diagnostic Medical Sonography Program
Sonography Observation Form**

Student Name: _____

Facility: _____

Date of Observation: _____

The student must observe patients being performed in the sonography department for a minimum of 4 hours. Please observe at least 5 different sonographic procedures.

Exam Name	Sonographer Initials

Sonography Supervisor Comments: _____

Printed Name: _____

Sonography Supervisor Signature: _____

Student Comments: _____

Student Signature: _____

Applicants may fax or mail this document to MCHP Admissions. Fax 207-795-2849

Confidentiality Information

As a job shadow visitor, you will have access to confidential information. The purpose of this statement is to assist you in understanding what information is confidential and how confidential information should be treated.

What is Confidential Information?

1. Patient Information

Any information concerning our patients or customers is confidential, even if that person is your family member, friend or neighbor. For example, the simple fact that an individual is a patient anywhere within our organization is confidential information.

Anyone who works with or has access to patient information of any kind must be exceptionally careful how this information is managed. A breach of patient confidentiality is a very serious matter, which will result in immediate termination of the job shadow experience.

2. Other Information

All information related to the finances of the organization, including pricing, statistics or department budgets is confidential, unless this information has been published by the organization.

All information contained in employee personnel records or our physicians' credentialing records is confidential. Requests for any information concerning employees (including routine verification of employment) should always be directed to Human Resources and requests for any information concerning physicians should be directed to Medical Affairs.

All information concerning our computer systems (including access codes and passwords), strategic plans, internal communications and similar information is confidential.

<p>A GOOD RULE TO FOLLOW: IF YOU ARE NOT CERTAIN THAT CERTAIN INFORMATION IS CONFIDENTIAL, TREAT IT AS THOUGH IT IS.</p>

How should Confidential Information be treated?

Confidential information should never be accessed by or shared with anyone, including another job shadow visitor or employee, who does not have a legitimate job related and described need to know it.

Confidential information should not be left in readily accessible areas or in an unattended manner. Confidential information should always be secured and under appropriate supervision.

Confidential information should never be shared outside the organization.

Confidential information must never be openly discussed in any public place (such as hallways, elevators, dining areas, stairwells, etc.) within the organization or in any public location outside the organization. Always be certain that any discussions involving confidential information are heard only by those who have a legitimate, job-related need to know the information. Be careful of who is within earshot and thus may be able to hear.

What are my expectations as a job shadow visitor?

- Access information only when you have a legitimate need to know it.
- If you believe that any confidential information has been accessed or disclosed inappropriately, or misused in any way you must report that to the supervisor immediately.
- The privacy of our patients is of utmost importance. The privacy of our physicians and employees, as well as the success of our organization is also vitally important. Therefore, your continued job shadow visit is dependent on the way you treat confidential information. If you access, disclose or in any way misuse any confidential information, you will be asked to leave and may be subject to fine

This information is general for all job shadow experiences. Specific facilities may have additional information for you to review prior to completing a job shadow.