

CONFIDENTIALITY AGREEMENT FOR WORK WITH MEDICAL RECORDS

Name of person completing agreement (please print)

Working with the Federal Interagency Wildland Firefighter Medical Qualification Standards Program involves access to confidential medical information regarding federal employees and applicants for federal positions. This information, and the Federal Interagency Wildland Firefighter Medical Qualification Standards Program use of it, is governed by the Privacy Act of 1974 and OPM/GOVT-10 (the System of Records Notice for federal medical records). The information may be in either written, computerized formats, or verbal; and persons working with DOI/USDA and the IMRB may receive or become aware of confidential information through several mechanisms, including written, verbal, or computer-based sources. The information, and all records and their contents, must be maintained in a secure and confidential manner at all times, and must be used only for the necessary and legitimate purposes for which the information was gathered and provided for its review. Employee-identifiable information may not be released in any manner outside the immediate purposes of the Federal Interagency Wildland Firefighter Medical Qualification Standards Program.

By signing this form, I acknowledge my understanding of the above Confidentiality Agreement, and agree to adhere to this Agreement, the Privacy Act, and OPM-GOVT-10 provisions for the use and release of confidential information.

Signature

Date

Signature of Witness (Federal Employee)

Date

(A copy of this form is to be maintained in the custody of the Interagency Wildland Firefighter Medical Standards Qualification Program Manager, or designee).

Position: *FMO* *SHRO* *Other* _____
Print Title

Office/Unit Name: _____

Address: _____

City: _____ *State* _____ *Zip code* _____

Office Phone #: _____ *Fax #:* _____

Email address: _____