



AIDS HEALTHCARE
FOUNDATION

Personal Information

Check One:

Temporary Employee

Volunteer

Consultant

Extern

Intern

Name	
Street Address (no P.O. Box)	
City & Zip Code	
Home Telephone	
Pager	
Mobile / Cellular Phone	
Name of Emergency Contact	
Relation	
Main Phone Number	
Alternate Phone Number	



Confidentiality Policy

Name	
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As a Volunteer, Intern, Extern and/or Consultant of the AIDS Healthcare Foundation, I shall maintain the confidentiality of all information that may be obtained or used in the provision of services, including, but not limited to, county records, patient records, and billings. As a Volunteer, Intern, Extern and/or Consultant of the AIDS Healthcare Foundation, I shall not release the name of any patient, or disclose information or records about any patient receiving services to any party, except to authorized representatives without the prior written consent of the patient or his/her lawful representative(s), except as authorized by law.

Furthermore, I understand that the agency shall maintain confidentiality of all such records, information, and billings in accordance with applicable federal, state, and local laws, regulations, ordinances, and directives relating to confidentiality.

My signature serves to acknowledge that I have read and understand this policy, and that I will abide by its provisions.

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Signature

Date

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HR Representative Signature

Date



AIDS Healthcare Foundation Confidentiality Agreement

Name	
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The AIDS Healthcare Foundation (AHF) makes every effort to respect the confidentiality of its residents and clients. In this regard, it is AHF's policy *not* to release names or other information about any residents or clients to the public.

Nursing Healthcare Facilities

All inquiries concerning a resident or a potential resident's admission, stay status, or records must be directed to the House Admissions Department for appropriate referral.

Healthcare Centers & AHF Research

All inquiries concerning a client's enrollment, treatment, or records must be referred to the Healthcare Center Office Administrator, the AHF Director of Nursing, or the Research Department Manager.

Finance

All inquiries concerning a client's or resident's information must be directed to the Associate Chief of Finance at the AHF Administrative Offices.

Prevention & Testing

All inquiries regarding HIV testing must be directed to the Director of Prevention Programs or the Regional Prevention Programs Manager.

Pharmacy

All inquiries concerning a client's enrollment in pharmacy services or records must be referred to the Director of Pharmacy Operations.

By signing this agreement I agree to respect and abide by the rules of confidentiality stipulated by AHF.

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Signature

Date

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HR Representative Signature

Date



AIDS HEALTHCARE
FOUNDATION

**Authorization & Consent
To Photograph and Publish**

Name	
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I authorize AHF to photograph or permit others to photograph me. I agree that AHF may use and permit other persons to use the negatives or prints prepared from such photographs for the purposes and manner, as either may deem appropriate.

I agree that the photographs may be used for the purposes including, but not limited to, dissemination to AHF clinical and administrative staff, physicians, health professionals and members of the public for educational, treatment, research, scientific, public relations, and/or charitable purposes.

This release authorizes AHF the right to copyright and/or use and publish photos or likenesses of me in which I may be involved in part or in composite or reproduced there of in color or otherwise in perpetuity.

I am entering in this agreement in order to assist scientific, treatment, research, educational, public relations and/or charitable goals and hereby waive any right to compensation for these uses and/or any interest in any images created by reason of the foregoing authorization, and my successors or assigns hereby hold AHF, its employees, contractors or agents and their successors or assigns harmless from and against any claim for injury or compensation resulting from the activities authorized by this agreement.

The term "photograph" as used in this agreement, shall mean motion picture or still photography in any format, as well as videotape, videodisc and any other means of recording and reproducing images.

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Signature

Date

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HR Representative Signature

Date

F. Encryption Software

Use of Encryption Software. Users may not install or use encryption software on any of AHF's computers without first obtaining written permission from the Director of Information Technology. Users may not use passwords or encryption keys that are unknown to the Information Technology Department.

Export restrictions. The federal government has imposed restrictions on export of programs or files containing encryption technology (such as e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside the United States without prior written authorization from the Director of Information Technology and the AHF General Counsel.

G. Miscellaneous

Attorney-client communications. E-mail sent from or to in-house counsel or an attorney representing the company should include this warning header on each page: "ATTORNEY-CLIENT PRIVILEGED: DO NOT FORWARD WITHOUT PERMISSION."

Compliance with applicable laws and licenses. In their use of Computer Resources, Users must comply with all software licenses, copyrights, and all other state, federal and international laws governing intellectual property and online activities.

Other policies applicable. In their use of Computer Resources, Users must observe and comply with all other policies and guidelines of AHF.

Amendments and revisions. This Agreement may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

No additional rights. This Agreement is not intended to, and does not grant, Users any contractual rights...

ACKNOWLEDGEMENT

I have read and agree to comply with the terms of this Agreement governing use of AHF's Computer Resources. I understand that a violation of this Agreement may result in disciplinary action, including possible termination, as well as civic or criminal liability.

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Signature

Date

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HR Representative Signature

Date

Communication of trade secrets. Unless expressly authorized by AHF's General Counsel, sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or other confidential information of the company is strictly prohibited. Unauthorized dissemination of this information may result in substantial civil liability as well as severe criminal penalties under the Economic Espionage Act of 1996.

C. Passwords

Responsibility for passwords. Users are responsible for safeguarding their passwords for access the computer systems. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No User may access the computer system with another User's password or account.

Passwords do not imply privacy. Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system. AHF has global passwords that permit it access to all material stored on its computer system, regardless of whether that material has been encoded with a particular User's password.

D. Security

Accessing other User's files. Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop: or pry into the affairs of other users by unnecessarily reviewing their files and e-mail.

Accessing other computers and networks. A User's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

Computer Security. Each User is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of AHF's Computer Resources. This duty includes taking reasonable precautions to prevent intruders from accessing the company's network without authorization and to prevent introduction and spread of viruses.

E. Viruses

Virus Detection. Viruses can cause substantial damage to computer systems. Each User is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into AHF's network. To that end, all material received on floppy disk or other magnetic or optical medium and all material downloadable from the Internet **MUST** be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that their home computers and laptops may contain viruses. All disks transferred from these computers to AHF's network **MUST** be scanned for viruses.

Accessing the Internet. To ensure security and avoid the spread of viruses, Users accessing the Internet from an AHF-owned computer must do so through the AHF Corporate Network. Accessing the Internet directly by modem is strictly prohibited, unless the computer you are using is not connected to the company's network.

jobs. Use of the computer system is a privilege that may be revoked at any time.

In using or accessing our Computer Resources, Users must comply with the following provisions.

A. No Expectation of Privacy

No expectation of privacy. The computers and computer accounts given to Users are to assist privacy in anything they create, store, send or receive on the computer system. The computer system belongs to AHF and may be used only for business purposes.

Waiver of privacy rights. Users expressly waive any right of privacy in anything they create, store, send or receive on the computer or through the Internet or any other computer network. Users consent to allowing AHF personnel to access and review all materials Users create, store, send or receive on the computer or through the Internet or any other computer network. Users understand that AHF may use human or automated means to monitor its use of its Computer Resources.

B. Prohibited Activities

Inappropriate or unlawful material. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in AHF's computers. Users encountering or receiving this kind of material should immediately report the incident to their supervisors.

Prohibited Users. Without prior written permission from the President, AHF's Computer Resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political material, or any other unauthorized use.

Waste of Computer Resources. Users may not deliberately perform acts that waste Computer Resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.

Misuse of Computer Resources. Without prior written authorization from the Director of Information Technology, Users may not do any of the following:

1. Copy software for use on their home computers;
2. Provide copies of software to any independent contractors, volunteers or clients of AHF or any third person;
3. Install software on any of AHF's workstations or servers;
4. Download any software from the Internet or other online service to any of AHF's workstations or servers;
5. Modify, revise, transform, recast or adapt any software; or
6. Reverse-engineer, disassemble or decompile any software.

Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to their supervisors.



AIDS HEALTHCARE
FOUNDATION

Information Technology Access Agreement

Name

Purpose

AIDS Healthcare Foundation and its related entities (AHF) relies on its computer network to conduct its business. To ensure that its computer resources are used properly by its employees, independent contractors, volunteers, agents, and other computer users, AHF has created this Information Technology Access Agreement (the "Agreement"). Additional information regarding computer use may be found in the AHF Employee Handbook or the AHF Contractor Handbook.

The rules and regulations described in this Agreement apply to all users (the "Users") of AHF's computer network, wherever they may be located. Violations will be taken very seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

It is every User's duty to use AHF's computer resources responsibly, professionally, ethically, and lawfully.

Definitions

From time to time this Agreement we refer to terms that require definitions. The term "Computer Resources" refers to AHF's entire computer network. Specifically, Computer Resources" include, but are not limited to:

- Host computers
- File servers
- Application servers
- Communication servers
- Mail servers
- Fax servers
- Web servers
- Workstations
- Stand-alone computers
- Laptops
- Software
- Data files, and
- All internal and external computer and communications networks (for example, Internet commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly from our computer network.

The term Users refers to all employees, independent contractors, consultants, temporary workers, volunteers, and other persons or entities who use our Computer Resources.

Agreement

The Computer Resources are property of AHF and may be used only for legitimate business purposes. Users are permitted access to the Computer Resources only to assist them in the performance of their



AIDS HEALTHCARE
FOUNDATION

Acknowledgement Regarding the Witnessing of Patient Signatures on Patient Personal Documents

Name	
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I acknowledge that I may not act as a designated Power of Attorney for financial or health/medical documents, as a legal representative or as an executor for any AHF client or resident.

I further acknowledge that I may not act as a witness in the signing of a Power of Attorney or other legal document, including, but not limited to trusts or wills. Employees who are immediately related to residents/clients either by birth, marriage or domestic partnership are exempt from this restriction as allowed by law.

Finally, I acknowledge that I may not be involved in any financial transactions with clients or residents. AHF employees in the business office that are required by AHF to engage in financial transactions with clients or residents are exempt from the prohibition concerning involvement in financial transactions.

This restriction does not apply to witnessing authorizations for treatment, AHF consent forms, or financial agreement forms.

I understand that a violation of this policy may result in immediate termination.

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Signature

Date

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HR Representative Signature

Date