

**CONTINUING MEDICAL EDUCATION PRIVACY POLICY**

Policy No: 7-033.1

**PURPOSE**

To outline the process Hospice of the Valley (HOV) follows to protect the privacy of internal and external customers who access web-based education programs.

**POLICY**

Hospice of the Valley respects and values the privacy and confidentiality of our internal and external customers and the information shared by these customers with the agency in the process of obtaining Continuing Medical Education (CME) or Continuing Education Units (CEUs). Hospice of the Valley is committed to protection of this information and assures the privacy of this information when the HOV website is accessed for education activities. The web site has been structured so that the personally identifiable information shared with HOV is only used to support the CME/CEU program activities and never shared with any other institution or other users of the site. This privacy statement appears on all web based education materials

CME and CEU activities delivered via the internet are in compliance with Arizona Medical Association and the American Nurse Credentialing Center standards for internet activities.

There is no transmission of patient information involved on this website.

Advertising of any type is prohibited within the educational content of CME/CEU activities on the Internet.

There is a mechanism in place for the learner to be able to contact the provider if there are questions about the Internet CME/CEU activity.

Information collected is used to: register individuals for the program; verify problems (i.e. duplicate registration for the same program); communicate more detail about information that has been provided if requested; do a 2 month follow-up, and to issue a certificate of attendance once the program has been successfully completed.

All internal and external education materials created by Hospice of the Valley are copyrighted.

Further Hospice of the Valley electronic security measures may be found in the Administrative Policy and Procedure manual, Management of Information chapter.

Effective 3/08		Revised
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**CONTINUING MEDICAL EDUCATION PRIVACY POLICY**

Policy No: 7-033.2

**PROCEDURE**

## 1. System registration

A. All users must log onto the application before any information is available.

B. The registrant must complete a registration form soliciting the following information:

- Email address
- Password\*
- Name
- Title
- Organization
- Address
- Phone number

\*It is the discretion of the user to create their own password which then enables access to the activity(s).

## 2. Once the program is completed but before logging out, the registrant may be asked to complete:

- a post-program test in order to provide feedback concerning comprehension of the content
- an evaluation of the CME/CEU program in order to improve this and future programs

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