

**ARKANSAS MUNICIPAL LEAGUE
EMPLOYEE CONFIDENTIALITY AGREEMENT**

As an employee of the Arkansas Municipal League (AML), I may gain access to confidential Protected Health Information (PHI), (either directly as a result of my specific job duties, or incidentally through contact with other employees), related to members of the Municipal Health Benefit Fund (MHBF). I understand that PHI must be kept confidential according to these Policies. I also understand that the AML's policies track and comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, are considered where relevant to be a part hereof, and that any relevant amendment thereto shall also be considered part of the AML's policies as though set out word for word herein. Further, I understand that AML Management reserves the right to edit or amend these policies as may be deemed necessary by management, AML, or the MHBF, and that it is my sole responsibility to keep abreast of any such changes and to follow them.

Further, I have been provided a copy of the AML's HIPAA Policies and Procedures (Policies) developed and adopted by the AML/MHBF and agree to abide by them.

I understand that AML is entitled to take appropriate disciplinary action, including reprimands, suspension, or termination (as discussed in the AML employee handbook), if I fail to comply with their policies, either intentionally or through carelessness.

Date

Signature

Printed Name