

Escorted Visitor Non-Disclosure Agreement

MAXIMUS maintains the highest of standards in ensuring that client personal information, including **Protected Health Information (PHI) or Personally Identifiable Information (PII)**, in our custody is properly managed and secured. In part, we do this by enforcing strict controls over both the physical and electronic security of the information and records in our custody while allowing escorted visitors on site.

PHI is generally defined by the Health Insurance Portability and Accountability Act (HIPAA) as individually identifiable health information (e.g., health plan enrollment status, health plan premium, medical condition) and includes demographic data (e.g., name, address, social security number, and beneficiary number).

PII is information that can be used to identify an individual.

The American Recovery and Reinvestment Act of February 2009 imposed significant penalties for the inappropriate release of **PHI**.

- Civil penalties can range from \$100 to \$50,000 per violation, up to a maximum of \$1.5 million in a year.
- Individual who knowingly obtain, disclose or sell PHI for personal gain or malicious harm may incur criminal penalties including fines and up to ten years in prison.

By signing this form, you acknowledge that:

1. You will enter and exit the MAXIMUS site via the reception or lobby area.
2. You will require an escort at all times and be issued a visitor's badge to wear visibly at all times.
3. You will not share this badge with other visitors.
4. You will return the badge to the receptionist prior to departing of the building.
5. You will not disclose any personal client information or the physical address of the location you visited.
6. You are not authorized to personally access any MAXIMUS or client information, MAXIMUS computer systems or MAXIMUS employee records.
7. You are mandated by law to keep any conversations or information on documents you view completely private and confidential.
8. You must not remove MAXIMUS or client information, including PHI or PII, from our premises.
9. If you overhear a conversation or unintentionally view a document of someone you know, you will report this to your escort immediately.

I have read the above information and understand and acknowledge that I must follow these obligations as a visitor of MAXIMUS.

Visitor Signature _____

Date _____

Visitor Name Printed _____

Organization _____

Photo ID Verified by _____