

Pullman Community Council on Aging

**MEALS on WHEELS
CONFIDENTIALITY AGREEMENT**

Updated 2/27/2017



Hot meals are delivered to seniors who are assessed eligible by the State of Washington homebound standards. These meals are prepared at Bishop Place in Pullman and are delivered 365 days a year by volunteers recruited, trained and scheduled by the Pullman Meals on Wheels church/group chairmen, in partnership with the PCCoA Meals on Wheels Administrative Coordinator.

The principle of confidentiality is basic to the maintenance of professional ethics and community respect. Pullman Community Council on Aging (PCCoA) has a set of ethical responsibilities by which they are bound to the client, the community and themselves. PCCoA Meals on Wheels clients act in good faith, expecting their circumstances and personal matters to remain confidential; PCCoA is obligated by law and ethics to reciprocate. Confidentiality of client information is maintained for the protection of the client.

All paid and volunteer staff members will take responsibility for protecting the confidentiality of all clients.

All written and unwritten information concerning Meals on Wheels clients are considered to be confidential.

All Pullman Meals on Wheels recipients are clients of PCCoA; any concerns about their health, living situation, etc., that may be noticed when delivering meals may be shared only with appropriate staff.

I have read, understood, and agree to observe all aspects of the Confidentiality Statement.

Signature

Date

***Volunteers must complete BOTH this form
AND the WSP Background Check Form.***