

CONFIDENTIALITY RESPONSIBILITIES / AGREEMENT

MVA FORM AC-3

Confidentiality Agreement for Certified Staff/Administrator

This form explains the provisions and responsibilities of confidentiality requirements as set forth by DHH/MVA. Each certified Application Center Representative and facility Administrator must read and sign this form prior to completing Medicaid applications on behalf of DHH/MVA.

- * **It is important** that each certified representative and administrator be aware of the penalties that can result from a violation of confidentiality requirements and of the possibility of decertification for completing Medicaid applications if any stated confidentiality responsibilities are violated.

- * **It is the responsibility** of the Application Center to have a signed and dated confidentiality agreement for each certified representative and the administrator on file and readily available to representatives of DHH or their designee, upon request.

- * **Each year every certified Application Center Representative and the Application Center Manager must sign a new Confidentiality Responsibilities Agreement. All new agreements, and all previous years' agreements must be kept on file at the Application Center.**