



TRAUMA CENTER

Association of America

ADVOCACY • FINANCE • OPERATIONS

SECURITY AND CONFIDENTIALITY AGREEMENT

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The publications and products provided to Trauma Center Association of America (TCAA) members are the property of Trauma Center Association of America (TCAA). Release of publications, papers, data, study results, and member information is strictly prohibited outside of the individual member hospital unless released in writing by TCAA Staff. Unauthorized disclosure of TCAA products will result in the hospital member being expelled from the TCAA without refund or recourse.

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Security Guidelines

Trauma Center Association of America members are encouraged to follow the security guidelines described herein:

1. Write the following statement on all documents: *"The following information is confidential; disclosure outside of the Trauma Center Association of America (TCAA) member hospital and for other than educational or quality review purposes is not allowed."*
2. Maintain TCAA information, studies, and related reports in a secure place. Number reports sequentially and collect at the end of each program where information is shared.
3. Instruct employees and physicians as to the confidentiality of the information.
5. Use facsimile and electronic information transmission cautiously.
 - A. Verify the correct phone number.
 - B. Transmit only to a secure and attended location.
 - C. Verify that the transmission is received.

Release of Liability

Trauma Center Association of America does not advocate specific medical practices and acts solely as a clearinghouse for such information for educational purposes. Trauma Center Association of America does not profess to advise Members in Standards of Care or medical/nursing practices.

To be maintained on file with Trauma Center Association of America, Las Cruces, NM