

Employee Confidentiality Agreement

Patients expect and the law provides that the information disclosed to, obtained by, and created by a dental practice in relation to patients—including patient lists, patient files, and financial information—is to remain confidential and privileged at all times. Additionally, all proprietary information related to the dental practice—including fee lists, accounts receivable, accounts payable, etc.—is strictly confidential. The information described above shall be referred to as “Confidential Information” for the purpose of this agreement. Protecting the confidentiality of this information is the responsibility of the Employee as well as the practice. The Employee accepts this responsibility and obligation.

This Confidential Information includes, but is not limited to, printed documents, audio recordings, electronic data, and multimedia.

The Employee agrees that he or she will not use, disclose (verbally or otherwise), or facilitate any person’s discovery of any Confidential Information accessible to or by the Employee, whether during the Employee’s employment or any time after his or her employment terminates, for any reason.

The Employee shall not physically or electronically remove any Confidential Information. The employee agrees to return all Confidential Information, including all copies, abstracts, or portions thereof, upon termination of employment.

In the event of a breach, the employee agrees to indemnify and hold Dr. _____ harmless from any and all liability, cost and expenses, including attorney’s fees, arising out of or in connection with any such violation of this agreement.

Employee Signature: _____

Witness: _____

Date: _____

This sample document contains information that you may use or modify for your practice’s needs. Your needs may vary based upon the laws in your state. This document does not constitute legal advice.