



# Arkansas Department of Health

4815 West Markham Street • Little Rock, Arkansas 72205-3867 • Telephone (501) 661-2000

Governor Asa Hutchinson

José R. Romero, MD, Secretary of Health

## **MATERNAL MORTALITY REVIEW COMMITTEE CONFIDENTIALITY AGREEMENT FORM**

The purpose of the Maternal Mortality Review Committee is to conduct a full examination of all pregnancy-associated deaths (both pregnancy-related and non-pregnancy-related) in Arkansas. In order to assure a coordinated response that fully addresses all systemic concerns surrounding an incident, the Maternal Mortality Review Committee must review all pertinent information on each death. This includes reviewing de-identified autopsy reports, coroner's reports, law enforcement reports, hospital and prenatal care records, and other information that may have a bearing on the involved family. The records provided to Maternal Mortality Review Committee members will be de-identified of the Health Insurance Portability and Accountability Act (HIPAA) identifiers listed in the Maternal Mortality Review Policies and Procedures.

With this purpose in mind, I the undersigned, as a representative of

\_\_\_\_\_,  
agree to all the following:

- I shall maintain the confidentiality of all information secured and discussed in the maternal mortality review, and
- I will not use the information provided for reasons other than maternal mortality review;
- I will not take materials with case identifying information from the meetings; and
- I will not discuss confidential Review Committee information outside of a Review Committee meeting with individuals who are not part of the Maternal Mortality Review Committee.

### **MMRIA Confidentiality Requirements:**

- Carefully and deliberately safeguard my user ID and password for MMRIA in accordance with generally accepted security practices.
- Not access or view the MMRIA data system unless it is for the explicit preparation of case review as related to the Arkansas Maternal Mortality Review Committee.
- Not furnish any information obtained from the MMRIA data system to any unauthorized person.
- Not attempt to utilize data in the MMRIA data system to identify individuals, providers, or facilities involved in the case.

**Requirements for Remote Meetings:**

- Team members agree to participate in the meeting from a location where their screen is not visible to others and the content of the meeting cannot be overheard.
- Team members agree to wear headphones when possible to prevent the voices of others from being overheard.
- Team members agree to use a web camera when possible so others can verify who is in attendance and so members are visible to one another throughout the meeting.
- Team members agree to not screenshot, record, save, or retain any materials related to specific case review or that are confidential in nature that are shared during the online meeting. This includes materials shared through the online platform, chat function, or any other materials.

---

Print Name

---

Signature

---

Date