

Institutional Review Board

Model Agreement Between the Researcher and Transcriber

[Name of the transcriber] agrees to regard and preserve as confidential all information related to the work performed for [Name of Researcher(s)], or her approved colleagues or affiliates, or as may be developed as a result of the engagement, including, without limitation, all patient medical and billing records or information in both hard copy and electronic data formats, client and physician information, project information, marketing and financial information or data whether communication in writing or orally or by sensory detection (the "Confidential Information").

[Name of transcriber] agrees to hold the Confidential Information in trust and confidence for [Name of Researcher(s)] and her approved colleagues or affiliates and not to disclose the Confidential Information to any individual, corporation, limited liability company, partnership, firm, joint venture, association, enterprise, joint stock company, trust or other entity or organization including a governmental or political subdivision or any agency or instrumentality thereof, or use, directly or indirectly, any such Confidential Information for its own benefit or the benefit of any other party unless authorized by [Name of Researcher(s)], and even then, to limit access to and disclosure of such Confidential Information to [Name of the transcriber] employees on a 'need to know' basis only and for disclosure that may be required by law.

[Name of transcriber] agrees that upon the completion or termination of the engagement, all Confidential Information shall be promptly returned to [Name of Researcher(s)] or if retained in electronic format, the Confidential Information will be deleted and a certificate of such removal will be provided.

For [Name of transcriber]: _____

Date: _____

The IRB offers this form as a guideline. Researchers may submit a standard agreement from transcription services as long as the provisions for confidentiality detailed above are included.