



Consultant Agreement

Between CHIM Information Consulting Inc. (CHIM Consulting) and [Name] (Consultant).

CHIM Consulting agrees to, when deemed appropriate by the Associate Consulting Selection Committee, retain the services of Consultant(s). This agreement includes the following parameters and expectations:

- CHIM Consulting will invoice its contracted client for all services provided by the Consultant. The CHIM Consulting billing rate to the client will be determined on a project-by-project basis.
- The Consultant will invoice CHIM Consulting for all consulting fees and agreed-upon expenses related to the services provided to the client, as determined and agreed to on a project by project basis, based on the type and nature of the service provided and the length of the relationship with the client. The daily per diem rate will be negotiated for each project.

The daily rate for the [insert name of project] is [\$nnn/day], plus all travel and living expenses.

- The consultant will invoice CHIM Consulting on a monthly basis, or, if appropriate, on a “per event” basis.
- CHIM Consulting will pay the Consultant’s invoice(s) within 14 days of receipt of invoice.
- The Consultant acknowledges and agrees that the client is the client of CHIM Consulting and not of the Consultant. The Consultant further agrees not to accept, perform or provide services directly to the client without the expressed written consent of CHIM Consulting.
- The Consultant agrees to abide by the terms and conditions of any agreements reached between CHIM Consulting and the client.
- The Consultant agrees to sign a Confidentiality Agreement, stating that s/he will hold confidential all information about both the client, CHIM Consulting and any partners of CHIM Consulting. (copy attached)
- The Consultant hereby assigns and transfers to CHIM Consulting and any partners of CHIM Consulting the worldwide copyright and all other intellectual property rights in and to any material produced or developed for CHIM Consulting and/or any partners of CHIM Consulting in the performance of the services. The Consultant hereby waives, or will obtain the waiver of, as applicable, all moral rights in such material.
- Upon the completion of the services or termination of this Agreement by either party for any reason, the Consultant shall return to CHIM Consulting, promptly on request by CHIM Consulting, all information and other material supplied to the Consultant by CHIM Consulting and/or any partners of CHIM Consulting and all material prepared by the Consultant in the performance of the services.

This agreement may be terminated in writing at any time. The duties and obligations of this agreement will remain in force for any introductions made prior to the termination.

Signed this day of , year

By _____ and _____

Consultant Name

Gail Crook, CHE, CHIM
President, CHIM Information Consulting Inc.



PLEDGE OF CONFIDENTIALITY

In the performance of my role for CHIM Information Consulting Inc. (CHIM Consulting), I agree to hold specific CHIM Consulting information and documentation in confidence. This may include, but is not limited to, information referable to contracts; director's deliberations and decisions; administrative and financial information; and information referable to any and all projects.

Further, I agree not to release the outcomes of the projects, or the content of any proposals that I develop or with which I work, without CHIM Consulting prior written approval for the release of such information. Further I agree to respect the personal privacy and safeguard the confidentiality of any records and/or documentation relating to the project. I agree not to identify individual patients, physicians or institutions included in the project nor any findings resulting from the project.

CHIM Consulting own and copyright (when appropriate) any products or documents developed by me in my role with CHIM Consulting and CHIM Consulting reserves the right to change, edit, adapt and publish, in whole or in part, any such products or documents.

No part of any proposal, product or document produced expressly for CHIM Consulting may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopy, recording or otherwise, for any purpose, without the prior written consent of CHIM Consulting.

Name (Please print)

Date

Signature



CODE OF ETHICS

It is the responsibility of each member to:

1. Strive at all times to provide services consistent with quality health care, promotion and prevention.
2. Strive at all times to protect the privacy, security and confidentiality of health information in any form or medium.
3. Perform duties diligently and offer only those services for which one is qualified.
4. Conduct oneself in the practice of the profession so as to bring honour and dignity to oneself, the HIM™ profession and the Canadian College of Health Information Management.
5. Conduct oneself in an ethical manner consistent with the values of the Canadian College of Health Information Management and report any unethical practices to the appropriate authority.
6. Strive to improve one's professional knowledge and competence through continuing education and lifelong learning.
7. Offer leadership and a proactive, innovative approach to advancements in health information management practices.
8. Abide by the policies and by-laws of the Canadian College of Health Information Management and actively support its strategic directions.
9. Support and mentor students, peers and colleagues to develop and strengthen the workforce and profession.
10. Respect the dignity and worth of every person.

I have read the above and agree to abide by the Associate Consultant Agreement and Pledge of Confidentiality Statement.

Signed this _____ day of _____, 20 .

Consultant/Contractor (Please print)

Signature

On behalf of CHIM Information Consulting Inc.:

Gail Crook, CHE, CHIM
CEO