Clinic Policy: Confidentiality
February 16, 2005

Students in the AUS/CSD Department will be required to sign a confidentiality agreement following a brief instruction on what confidentiality is and why it is important to maintain confidentiality of clients (during observations and clinic activities).

Students will maintain a high level of confidentiality at all times by the following:

At **NO** time can clients (their diagnoses, personal information, or anything or anyone related to the client) be discussed outside the clinic or with anyone who is not directly related to the client without the client’s permission. Any discussion of therapy sessions, performance, or progress will take place in a secure area (clinic therapy room, clinic videotaping room, etc.)

Client files, evaluation information, personal information, session audiotapes, session video tapes, will not leave the clinic area.

Client audiotapes and video tapes will be reviewed only in a secure area (clinic therapy room, clinic videotaping room, etc.) without other people (including other student clinicians) present. The supervisor and/or clinic director may be present.

Lesson plans, progress notes, critiques of sessions or any other paperwork that is handed in to the clinic supervisor will have only the client’s initials noted.

Evaluation and end of semester reports will have client information (name, address, phone, etc.) deleted until the final report is required. Any reports turned in to the supervisor will be given directly to the supervisor or placed in an unmarked envelop and put in the supervisor’s mailbox.

The “HIPAA” room, a room designated for security of files, audiotapes, videotapes, and other client sensitive information materials, will be checked daily to be sure that these materials are secure. At **NO** time should the files, audiotapes, or videotapes be kept in any other place (i.e. student lockers) despite being “locked” up securely.

Violations of confidentiality:
Should information, tapes, or other sensitive materials be found missing from the “HIPAA” room at the end of the day, the student will be notified via email to phone or in person of the transgression and s/he will have to produce the missing material within 24 hours.

For the first violation, the student will receive a reprimand.

For any subsequent violation, the student will have the accumulated points of lesson plans (possible 4 points), progress notes (possible 4 points) and critique (possible 10 points deleted for the week.

If the problem continues, removal from the clinical program is possible.