CONFIDENTIALITY

In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the ASHA Code of Ethics, all information concerning past and present clients is strictly confidential. The following information is not to be divulged to anyone without permission: name of client, nature of the problem, family information, recordings of the client's speech, lesson plans, test results, observation reports, any draft of clinical reports. Students should be careful to avoid the following circumstances which may lead to violations of confidentiality: conversations with other professionals not involved with the client; taking materials pertinent to a client out of the clinic; reports, lesson plans, or other materials left in a notebook or on a table where others may read them; and conversations in the Clinic which may be overhead by other people.

Student clinicians may NOT work on reports at home. **Students should not remove any records, including test protocols, from the client charts in the Clinic.** No client information should be stored on a hard drive.