

## **USING CLIENT INFORMATION IN THE CLASSROOM**

If client information is to be taken into the classroom, all identifying information must be removed. The following identifiers of the individual or of relatives, employers, or household members of the individual, are removed:

- ❖ Names;
- ❖ All geographic subdivisions smaller than a State, including street address, city, county, precinct, and zip code.
- ❖ All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older.
- ❖ Telephone numbers;
- ❖ Fax numbers;
- ❖ Electronic mail addresses;
- ❖ Social security numbers;
- ❖ Medical record numbers;
- ❖ Health care or health plan provider name and address, as well as plan beneficiary numbers;
- ❖ Account numbers and payment history;
- ❖ Certificate/license numbers;
- ❖ Vehicle identifiers and serial numbers, including license plate numbers;
- ❖ Device identifiers and serial numbers;
- ❖ Web Universal Resource Locators (URLs);
- ❖ Internet Protocol (IP) address numbers;
- ❖ Biometric identifiers, including finger and voice prints;
- ❖ Full face photographic images and any comparable images; and
- ❖ Any other unique identifying number, characteristic, or code