

CLIENT PRIVACY AND CONFIDENTIALITY POLICY

Students enrolled in the Communicative Disorders Program are required to complete clinical practicum, clinical methods and observation requirements for graduation. As part of these experiences, students are required to become familiar with and follow the ASHA Code of Ethics (www.asha.org). As part of professional ethical practices, students are responsible for protecting the privacy and confidentiality of the individuals who are evaluated and treated in the SFSU CD Clinic. Students will receive instruction re: the Health Insurance Portability and Accountability Act (HIPAA; Public Law 104-191) related to client confidentiality, privacy, and security. Students are required to pass an exam re: these guidelines before their initial clinical practicum experience.

In order to ensure client privacy and confidentiality, students are granted access to clinic files and/or observation for only those individuals who are assigned to them in a given semester. Files must be checked-out by using your student signature from the CD Clinic office and cannot be taken out of the clinic. Each file must be returned to the CD Clinic Office by the time the clinic is closed each day. Failure to return the files and/or failure to protect the privacy and confidentiality of the individuals evaluated and treated in the SFSU CD Clinic may result in disciplinary action that may lead to dismissal from the program and/or expulsion from the CSU System.([SFSU Bulletin Supplemental Regulations and Procedures, Student Discipline: 41301-Expulsion, Suspension and Probation of Students](#))

I have read this policy statement and agree to the conditions above.

Print Student Name

Date

Student Signature

Student has passed an exam re: client confidentiality, privacy, and security as set forth by HIPAA guidelines.

Patti Solomon-Rice, CD Clinic Coordinator

Date