

Title: Confidentiality - HIPAA

Policy
No.: ADM 1.25

Date: 6/3/08
Rev.: 3/11/10

Areas Affected: All BSMCON Faculty & Students

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POLICY STATEMENT:

Client

Students receive training about privacy procedures and regulations regarding how the healthcare industry must protect client data (*Health Insurance Portability and Accountability Act*). These regulations require that all client care information remain confidential and available only to authorized personnel. Students must not share client information with unauthorized personnel, and must not discuss client information in the cafeteria, hallways, elevators, or other places where family members, other clients or the public may hear. No information identifying a client may be written on the student's clinical paperwork; only client initials are used. No part of the medical record may be copied or client documentation removed from the clinical area. ***If a Kardex is used during provision of care, it must be shredded on the unit prior to leaving the clinical experience.*** Students have access to client records only when the need relates to clinical assignments. A student who needs to review a chart in the Medical Records Department must write a permission request, obtain the instructor's signature and take the request to Medical Records. The record must be reviewed in the areas designated by the Medical Records Department. Breach of client confidentiality will result in disciplinary action up to and including dismissal from the program.

College

Information from within the College is also considered confidential. Students must not share sensitive/confidential information regarding the students, faculty, staff, nursing/health care personnel, or any other individuals with unauthorized persons. Examples include issues such as grades, honor charges, clinical experiences, personal matters or other issues of a sensitive nature. Breach of confidentiality will result in disciplinary action, up to and including dismissal from the program.

Reference Policy # _____

Approved by:

Signature Title Date

Dean
CEO

Signature

Title

Date

Approval History:

Committees and Dates:

Assistant Dean of Student Services – 3/10

Faculty Forum –

Faculty Organization -

Key words: Confidentiality