



Department of Occupational Therapy

Policy 20.0. *Student Confidentiality*

POLICY PURPOSE

To clarify student's responsibility to maintain confidentiality in all academic and professional activities, including laboratory settings, fieldwork, community service, service learning and international fieldwork experiences.

POLICY STATEMENT

All students are required to comply with HIPAA requirements at all times including the completion of academic assignments related to laboratory settings, fieldwork, community service, service learning and international fieldwork experiences.

Procedure:

1. All AU students are required to complete the Health Insurance Portability and Accountability Act certification training. A copy of the compliance certificate is placed in the student's folder. The certificate may be shared with fieldwork sites as necessary.
2. Students are expected to follow HIPAA guidelines at all times, including, but not limited to refraining from talking about clients in public places, securing computerized documentation at all times, and not removing records from the facility.
3. Students may not use any personal identifiable information in fieldwork assignments or case studies including: name, location, dates (DOB, admission date, or discharge date), phone numbers, email addresses, social security numbers, medical record numbers, health plan beneficiary numbers, account numbers, certificate or license numbers, VIN or license plate numbers, device identifiers and serial numbers, biometric identifiers, photos or comparable images, or any other identifying number, characteristic or code.
4. HIPAA guidelines must be followed at all times, including social media sites. No information regarding guest participants from classroom or laboratory activities, in addition to patients from fieldwork experiences, should be posted on social media sites.
5. Failure to adhere to HIPAA and confidentiality guidelines may result in the removal of a student from the academic program.

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