



**VERA Z. DWYER COLLEGE
OF HEALTH SCIENCES**

INDIANA UNIVERSITY SOUTH BEND

**TITLE: Division of Dental
Education Confidentiality of
Patient Information Policy**

POLICY NO: IUSB-CHS-DE.005

**EFFECTIVE DATE: January 1,
2018**

**TARGET GROUP: Division of
Dental Education Students**

**SECTION: Division of Dental
Education Student Policy**

**REVISION DATE: December
15, 2017**

Purpose:

The purpose of this policy is to outline the confidentiality requirements of any/all patient care experiences of the students of IUSB-CHS Division of Dental Education.

Policy:

All federal and state laws, rules, and regulations are to be upheld at all times in the clinical setting in which students are placed, regardless of location. Violation of these guidelines can result in disciplinary action by the agency, the assignment of a failing grade for a dental hygiene course, and/or dismissal from the dental hygiene program. The following guidelines are adapted from Memorial Hospital of South Bend and the Division of Dental Education Handbook and in general reflect expectations of all students in all agencies when representing IUSB.

1. Original patient records are not to be removed from their location.
2. Students granted record accesses are accountable for the protection of the record and its contents while in their possession.
3. Students accessing records from medical records shall follow the strict guidelines set forth by this department (including providing written requests for review, keeping the materials in the department and reviewing the records in the area specified for this purpose).
4. It is prohibited to share the medical record with family, friends, and staff not directly involved in the patient's care. When in doubt, excuse yourself and check.
5. Students are expected to keep the medical/dental records accessible at all times for medical/dental care purposes.
6. Photocopying, photographing, or printing off any part of the medical/dental record for a student's purpose is strictly prohibited. Students cannot photocopy or take pictures of parts of the record for their learning purposes. **Data cannot be saved to portable devices or laptops.**
7. When referring to patients in written work for schoolwork purposes, only initials are to be used. When possible all identifying information should be kept to a minimum.
8. Census records used for report should be properly destroyed before the student leaves the unit.
9. HIPAA guidelines are to be followed at all times as outlined by each clinical agency and federal regulations.
10. Professional standards expect that student hygienists withhold discussing any patient situations and confidences outside the professional setting. Situations may only be discussed in private, for the purpose of learning, as instructed by the clinical instructor. **When discussing patients in the clinical learning situation, anonymity is to be maintained.** Information is not being shared in public settings including personal e-mails, for purposes other than learning, or with family and friends.