



# VERA Z. DWYER SCHOOL OF HEALTH SCIENCES

## Confidentiality Policy AS-13-D

### About This Policy:

**Effective Date:**

10-11-2019

**Date of Last Review/Update:**

10-11-2019, 3-12-2021, 4/1/2025

**Responsible Administrator/Committee:**

*Dwyer School of Health Sciences Faculty (DSHSF) President*

**Scope:**

*This policy is for the IUSB Vera Z. Dwyer School of Health Sciences.*

**Policy Statement:**

The purpose of this policy is to outline strict guidelines regarding patient information, including computer access, security and documentation, and confidentiality.

**Policy:**

Students may be asked to sign a confidentiality statement of understanding by specific settings. Violation of these guidelines can result in disciplinary action by the setting, failure of the assignment and / or course, and/or dismissal from the specific program.

The following guidelines generally reflect expectations of students in all agencies.

1. All records, including originals and copies, should not be removed from their location.
2. Students granted record access are accountable for the protection of the record and its contents while in their possession on site and for the purpose of the site roles and responsibilities only.
3. Students accessing information from medical records shall follow the strict guidelines set forth by the setting (including providing written requests for review, keeping the materials in the setting, 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.
5. Students are expected to keep the medical records accessible at all times for medical care purposes.
6. Photocopying, photographing, or printing off any part of the medical record for a student's purpose is strictly prohibited. Students cannot photocopy parts of the record for their learning purposes. Data cannot be saved to portable devices and laptops cannot be brought to the settings. Students are prohibited to take photographs of any document, patient record, site policy, treatment protocols, etc. with their cell phone or camera. Violations of this policy may result in immediate removal from the site, disciplinary actions, and/ or dismissal from the program.

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. HIPAA guidelines are to be followed at all times as outlined by each setting and federal regulations.
9. Professional standards expect that students 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 instructor. When discussing patients in the learning situation, confidentiality is to be maintained, including but not limited to personal identifiers such as name, email, address, gender, or others.
10. Students cannot share verbal, written or photo Information in public settings which includes face to face and / or social media platforms with patients, family members, or friends of the patient including personal e-mails. This includes photos / social media postings of the student at the site even if the patient or family members are not visible, to protect the site.

**History:**

Updated on 4/1/2025 with non-substantive changes moving language from “College” to “School”; Policy number updated from AS-13-C to AS-13-D to reflect fourth revision.