



VERA Z. DWYER COLLEGE OF HEALTH SCIENCES

INDIANA UNIVERSITY SOUTH BEND

Confidentiality Policy Policy 7.12

About This Policy:

Effective Date: 02-24-2017

Approval Dates: Previously recorded as Policy C-10

Scope

This policy applies to all members of the university community on each campus of Indiana University.

Policy Statement

The purpose of this policy is to outline strict guidelines regarding patient information, including computer access, security and documentation, and confidentiality followed by both IUSB-Dwyer College of Health Sciences (IUSB-CHS) as well as in all settings.*

Procedure

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, the assignment of a failing grade for a 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 accesses are accountable for the protection of the record and its contents while in their possession.
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.
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, 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.

*This policy applies to Health Science majors at the point of internship or community course specific.