



**VERA Z. DWYER**  
COLLEGE OF HEALTH SCIENCES  
School of Rehabilitation Sciences

## **MS-SLP Client Files Policy # SLP-CL-03-A**

### **About This Policy:**

Faculty Approval: 06/29/2020

Effective Date: 06/29/2020

### **Scope**

This policy is for all students enrolled in the MS-SLP program within the Vera Z. Dwyer College of Health Sciences.

### **Policy Statement**

All information in client files (paper and electronic) is confidential and must be treated as such. Student clinicians must follow specified procedures when handling confidential client files and when working in the electronic medical record, as these files and records contain Protected Health Information (PHI).

### **Procedures**

For IUSB clients, documentation will be completed in our electronic medical record (EMR), and outside reports and records will be scanned and entered into the EMR by the Administrative Assistant. Hard copies of certain things such as intake forms, medical records from outside sources, and test protocol score sheets may be kept in paper charts (also referred to as client files). The file cabinet containing these paper charts is to be locked at all times. Per HIPAA guidelines, the chart room will be locked outside of normal business hours. Students should plan to access files during the typical workday hours. Student clinicians may only document in the EMR on the program-provided laptops.

For review and documentation purposes, client files may be viewed in the chart room, or brought to the Speech-Language Laboratory. If a student clinician is taking a file out of the chart room to work in the Speech-Language Laboratory, he/she must sign out the chart on the CLIENT FILE

CHECKOUT LOG managed by the Administrative Assistant. Client files are not to be viewed in the student lounge, computer lab, or open common areas. Paper charts are to be returned to the locked file cabinet when not in use for client care or at the end of the business day, and student clinicians are to initial on the CLIENT FILE CHECKOUT LOG when the chart is returned. Students are not to make photo copies of any items in the paper charts. Client files must never leave the building.

Documentation laptops can be checked out from the Administrative Assistant during normal business hours. Student clinicians may only document in the EMR in the following two locations: within the Speech-Language Laboratory, and in the chart room. Student clinicians should promptly return the laptops to the Administrative Assistant when they are finished with their documentation.

Student clinicians are advised to only use client initials on notes taken, datasheets, therapy plans, etc. These things are to be shredded when no longer needed, or at the conclusion of the semester. See Shredding policy.

Student clinicians MUST also follow confidentiality laws re: client files/information/documentation when in off-site placements as per policy of that site. Any notes, datasheets, etc. for off-site clients should be kept at that offsite location in the client's file.

A student clinician's failure to follow clinic and/or university policy and procedures re: client files will result in a warning if no PHI has been compromised (e.g., student clinician did not properly sign a file out/in on the Client File Checkout Log). In the event of a data breach, the MS-SLP Clinical Director will respond in accordance with Indiana University policy ISPP-26.

Client files will be retained by the program for seven years after a client's services discontinue.