

**LOUISIANA TECH UNIVERSITY  
COLLEGE OF LIBERAL ARTS  
DEPARTMENT OF SPEECH**

**LOUISIANA TECH SPEECH AND HEARING CENTER**

**Health Insurance Portability and Accountability Act (HIPAA, PL 104-191)  
Privacy Compliance Policies and Procedures**

The Health Insurance Portability and Accountability Act of 1996 (PL 104-191), also known as HIPAA, is a law with various sections relating to the delivery of health care. As mandated by law, HIPAA established a federal framework for the protection of individually identifiable health information. The privacy rule establishes standards to protect an individual's medical records and other health information. The privacy law, among other things, allows for more consumer control over health information, sets boundaries on medical record use and release, provides for safeguards to ensure security of personal health information, and provides for accountability for medical records use and release.

The protection of a client's private information has been and will remain a paramount objective of the Louisiana Tech Speech and Hearing Center. Pursuant to this objective, and in compliance with the HIPAA privacy standards, the following privacy policies and procedures govern all educational, clinical, and research activities that involve the Louisiana Tech Speech and Hearing Center:

- (a) the client, or his/her representative, must sign a consent to use and disclose protected health information for activities related to evaluation, treatment, and other health care, educational, and research operations;
- (b) every attempt must be made to keep oral communication with or about a client private;
- (c) clients are not to be discussed in any public spaces;
- (d) computer screens are to be turned inward so that passersby cannot read client information;
- (e) computer passwords are to be kept secret;
- (f) paper clinical records are to be maintained in locked rooms and/or locked cabinets with access limited to authorized individuals;
- (g) client information is not to be posted on walls in the facility;
- (h) unneeded client information is to be disposed of by shredding;
- (i) client records are never to be removed from the facility;
- (j) clients should provide permission to leave information on answering machines, voicemail, or in email messages;
- (k) there must be assurance that fax communications about clients are sent to the correct location and coversheets are to contain alerts about confidentiality;
- (l) client records/reports are not to be left in computer printers;

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- (m) health information is not to be disclosed to unauthorized persons, including family and friends, unless the client, or his/her representative, has given written permission;
- (n) the identity of individuals who request client information must be verified;
- (o) students involved in clinical services have access only to their client's records, which must be signed out with the information kept secure and confidential;
- (p) faculty and students involved in educational or research activities do not have access to client records without a customized authorization; and
- (q) faculty and students must follow the policies and procedures in place for use of the facility computer lab to develop clinical services reports.

With my signature below, I verify that I have read, that I understand, and that I agree to abide by the privacy policies and procedures that govern educational, clinical, and research activities involving the Louisiana Tech Speech and Hearing Center. In addition, my signature verifies my understanding that violation of these privacy policies and procedures will result in penalties judged to be appropriate for the violation(s).

\_\_\_\_\_  
**Signature (Student or Faculty)**

\_\_\_\_\_  
**Date of Signature**

\_\_\_\_\_  
**Coordinator (Clinical Services)**

\_\_\_\_\_  
**Date of Signature**

\_\_\_\_\_  
**J. Clarice Dans, Ph.D., Director  
Louisiana Tech Speech and Hearing Center**

\_\_\_\_\_  
**Date of Signature**