

**Alabama A&M University
Communicative Sciences and Disorders
Speech-Language-Hearing Clinic**

HIPAA Compliance

Although we are not a “covered entity” by definition, we will be required to follow through with privacy protection regulations as defined by HIPAA. The following guidelines will be required by all student clinicians without exception:

1. Student clinicians will be allowed to email Lesson Plans and SOAP notes weekly with NO identifying information. You will be allowed to do this only if you comply with the following guidelines:
 - You must use the client’s initials only throughout the reports.
 - You must delete the client’s birth date from both reports.
 - You may ONLY send this information via AAMU’s website. You can only use the email account from Alabama A&M University. You MAY NOT use other email accounts (AOL, Hotmail, etc.).
2. Each student must delete ALL client information from his/her home computer or disks. You may not have any identifying information for any client on a personal computer or on any computer disk in your possession.
3. Diagnostic reports and Semester Summary Reports MUST be completed on campus. There will be no exceptions to this as there is identifying information required for both of these reports.

Please make sure you abide by these guidelines. If students do not comply, we will be required to return to the previous stated guidelines of doing all paperwork on campus. Should a student clinician fail to abide by these regulations, he/she may be required to complete all paperwork on campus or may cause the privilege of completing paperwork at home to be revoked for all student clinicians.