

<p style="text-align: center;">SLEASMAN STUDENT HEALTH SERVICES</p> <p style="text-align: center;">Niagara University</p>	<p style="text-align: center;">PROCEDURES & GUIDELINES</p> <p style="text-align: center;">Confidentiality</p>	<p style="text-align: center;">Review History</p> <p>Data Initiated: 1996</p> <p>Last Revision: 2/2009,12/2010</p> <p>Date(s) Reviewed/Revised: 6/2012</p>
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The client has the right to expect that all aspects of care will be treated as confidential.

1. Nurses, nurse practitioners, and physicians giving direct care may read and write on the client's chart.
2. Privacy is established for clients when examining, interviewing or sharing information by drawing the curtain or closing the door.
3. Verbalization of client's information is not shared with those not participating in the client's care.
4. Discretion is used in the exchange of client information on the telephone. If the student is 18 or above, information will only be shared after confirmation that the student has signed a release of information consent form. It is the employees responsible to ensure that the student has signed a release of information consent for each visit. This consent can be found scanned into the electronic medical record under consents or directly on the general treatment sheet for that specific visit.
5. Students will be notified of the Notice of Privacy Practices for Protected health Information when signing in at SHS for their appointment.
6. Students' Bill of Rights will be posted in each treatment room and available on the health services website for viewing.
7. Discretion is used to maintain confidentiality during clinic meetings.