CONFIDENTIALITY POLICY

PURPOSE:

In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), it is the policy of the Occupational Therapy Assistant Program at WITC to provide procedures for best practices for students to utilize. These procedures are to protect the privacy of consumers in compliance with federal and state laws governing the use and disclosure of Protected Health Information (PHI).

CONFIDENTIALITY GUIDELINES:

- Client information obtained during OTA courses, learning experiences, or guest lectures is intended for educational purposes only. This information is to be discussed only during OTA class time.
- Only client’s first name or initials should be used in class discussions or for in-class writing assignments.
- Conversations where PHI is discussed shall occur only in OTA classrooms or fieldwork settings.
- All documentation containing PHI shall be viewed within the fieldwork or off campus location only.
- If you are given a copy of PHI material, the student shall ensure that name, age, birthdate, address is not located on the copied material.
- If a classmate shares confidential information outside of these guidelines, notify the Program Director.

BREAKING CONFIDENTIALITY POLICY

- If guidelines listed above are not followed, you will have an individual meeting with the Program Director and any Faculty involved in the situation.
- Course of action will be determined by the Program Director, Faculty involved, and student.
- Noncompliance with this policy may result in dismissal from the OTA Program.