



Chamonix Olsen Sikora M.S., CCC-SLP, BCS-F
Speech-Language Pathologist, Board Certified Specialist in Fluency
www.hopeforstuttering.com

Client Confidentiality, Privacy Policies and Procedures

POLICY: All clients have a right to privacy. Confidentiality of clinical information will be maintained at all times during treatment and after the client is discharged from treatment. All clients have these rights under the Health Insurance Portability & Accountability Act of 1996 (HIPAA).

Procedures:

1. Clinical information is kept on a platform called IntakeQ, a private secure, HIPAA compliant online office management system and Chamonix Olsen Sikora is the only person with password protected access to this system and clinical records.
2. Clinical reports are released to third parties only with written consent of the client. In the case of a minor, written consent is obtained from a parent or legal guardian.
3. Clinical information is shared with other professionals by phone only with consent of the client. In the case of a minor, consent for phone contact with outside professionals is obtained from a parent or legal guardian.
4. At no time are clients discussed with outside parties without written consent of the client. In the case of a minor, written consent is obtained from a parent or legal guardian.
5. In cases where photography or videotaping is used, written permission to photograph or videotape is obtained from the client. In the case of a minor, written consent for phone contact with outside professionals is obtained from a parent or legal guardian.
6. The IntakeQ office management system also provides a client portal for communication with Chamonix Olsen Sikora and access for clients to see certain aspects of their files. Communicating through this portal is the most secure form of contact and it is recommended all clients use this as the primary form of contact. Clients are responsible to protect their passwords and limit who has access to their portal to maintain their own privacy.
7. Reminders for client sessions will be sent through IntakeQ to the email address or text number you have provided. It is your responsibility to keep your email and texts private so that only you have access.
8. Client records are not shared with other professionals. Records are given only to clients when requested in writing, and they can release their records to whom they choose.
9. A copy of these policies and procedures will be shared with clients at the time of admission or at any time that changes are made to the policy.

As required by law, I must share your health information with government agencies when there is evidence of abuse, neglect, or domestic violence. In addition I am legally obligated to report to law enforcement officials and/or call a hotline when I suspect a client is at risk for suicide.

I have read and understand the client confidentiality and privacy policies and procedures for Chamonix Olsen Sikora M.S. CCC-SLP, BCS-F of Hope for Stuttering Inc. I understand that these will be explained to me if I have any questions.

Client name:

Signature of Client or

Parent/Guardian:

Date:
