



The Touchstone Center contains confidential information some or all of which may be protected health information as defined by the federal Health Insurance Portability & Accountability Act (HIPAA) Privacy Rule. Any information or records viewed is for the exclusive use of the individual entity to whom it is addressed and may contain information that is proprietary, privileged, confidential and/or exempt from disclosure under applicable law. You are hereby notified that any disclosure, dissemination, distribution or copying of this information is strictly prohibited and may be subject to legal restriction or sanction.

CONFIDENTIALITY STANDARDS:

All client information is to be treated as confidential, including the fact that the client receives (or previously received) services through this office. The privacy and confidentiality of our clients are protected under the Ethics Codes of the Applied Behavior Analyst profession, state laws and regulations, and federal HIPAA Regulations. No client information may be disclosed without the explicit informed consent of the client's family and authorization by his/her clinician.

The following would be inappropriate, unethical, and/or illegal:

- Discussing/revealing client information to anyone outside this office
- Removing any client information from this office for any purpose.
- Discussing/revealing client information to another employee or person who has no legitimate need to know.
- Obtaining access to client information not directly necessary for performing your duties.
- Copying client files or other client information onto your own computer
- Sending any client information via e-mail or FAX without explicit authorization from the client's guardian.
- Copying client files or other client information onto CD, floppy disk, or other electronic medium, without explicit authorization from the client's guardian for a specific purpose, except when conducting authorized computer backup on a scheduled basis.
- Placing client information on the internet or into any other publicly-available forum without consent.

CONFIDENTIALITY AGREEMENT

I hereby acknowledge, by my signature below, that I understand that any client information to which I have access is considered confidential, including clinical records, financial records, or any other identifiable information.

Print

Signature

Date

Touchstone Representative

Date