

GOEPFERT SPEECH ASSOCIATES, LLC
Diagnostic and Therapeutic Services for Children and Adults

431 East Chocolate Avenue
Hershey, PA 17033
Phone/Fax: (717) 533-1916

CONFIDENTIALITY AND RELEASE OF INFORMATION

POLICY:

All information relating to individuals and/or their families or caregivers receiving services from the above providers shall be regarded as confidential information. It is the intention of the above providers to observe professional standards regarding respect for the privacy of every client/family involved in these services.

PROCEDURES:

At no time will a staff member or volunteer discuss any client by name or any specifics of their history or treatment without documented verbal and/or written consent. At the initiation of the program, the client/parents will be presented with this consent and release of liability form for completion, which will then be maintained in the client record. All written reports and charts will be maintained by the office, which will be locked each evening. At no time will a report be released that was not originally generated by this office. Clients, parents or guardians may have access to their chart with the consent of the service director.

RECORD REVIEW LOG

Circumstances may dictate that individuals other than employees of this office (such as student interns or reviewing agencies) will require access to client charts. In that event, the above policy and procedures will also apply to such persons. Their signature below indicates that they read, understand, and will agree to the confidentiality policy and procedures.

PRINTED NAME	SIGNATURE	DATE	REASON FOR ACCESS

CLIENT NAME _____
PARENT/GUARDIAN _____ DATE _____