

Alabama Department of Rehabilitation Services

LEARNING EXPERIENCE CONFIDENTIALITY FORM

All information presented by client/counselor in performance of my internship with the Alabama Department of Rehabilitation Services is to be kept confidential. I understand that I am not to discuss any information contained in consumer files, staffings, counseling sessions, or any other part of my learning experience with any person outside of my internship site, with the exception of required course work responsibilities specified by my professor or agency representative and covered by specific releases. I further understand that documents must be kept secure at all times .

I acknowledge and understand that Personal (Protected) Health Information (PHI) residing on the department's personal computers and servers is covered by the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. All interns (paid and unpaid) shall comply with the provisions of HIPAA and any implementing regulations as adopted. The Health Information Portability and Accountability Act (HIPAA) requires the securing of client personal health information and the non-retrievable destruction of client, staff and intern personal health information when no longer needed. ADRS interns must be pro-active in safeguarding trusted client information. Failure to comply with the aforementioned Act can bring severe civil and criminal liabilities. Section 1176 mandates penalties of up to \$25, 000 per person per standard per year. Section 1177 mandates penalties of up to \$250,000 and imprisonment of not more than 10 years for infractions of privileged data covered under the act.

As an ADRS intern you must be aware that penalties exist for improper disclosure of information as defined in the Privacy Act of 1974, 5 U. S. C. 552a. Specifically, 5 USC 552Q (I) (1), which is made applicable to contractors by U. S. C. 552a (m) (1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position such as an intern, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses that material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

Each officer, employee or intern of ADRS or its subcontractors or agents to whom Social Security information is or may be disclosed shall be notified in writing by ADRS that such information can only be used for authorized purposes and to that extent and any other unauthorized use herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000.00 or imprisonment for as long as five years, or both, together with the cost of prosecution. You should also note that unauthorized disclosure of Social Security information may also result in an award of civil damages against the officer, employee or intern in an amount not less than \$1,000.00 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRC Section 7213 and 7431 and set forth at 26 CFR 301.6103(n).

Intern's printed name: _____ Date _____

Intern's signature: _____ Date _____

Witness' signature: _____ Date _____