

**Alabama Department of
Rehabilitation Services**

INTERNSHIP/PRACTICUM CONFIDENTIALITY FORM

All information presented by client/counselor in performance of my internship with the Alabama Department of Rehabilitation Services (ADRS) is to be kept confidential. I understand and agree that I am not to discuss any information contained in client files, staff meetings, counseling sessions, or any other part of my internship with any person outside of my internship site, with the exception of required course work responsibilities specified by my professor and covered by specific releases. I further understand and agree that I must keep documents secure at all times and that it is my responsibility to secure any location from which I participate remotely in meetings or sessions by computer, telephone, or other means to ensure that no unauthorized person is able to see or hear client information. I further understand and agree that I will not record by audio, video, or other means counseling sessions with consumers.

I acknowledge and understand that Personal (Protected) Health Information (PHI) residing on the ADRS's electronic devices (*i.e.*, computers, servers, etc.) is covered by the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. All employees (merit and contract) 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 and staff personal health information when no longer needed. ADRS staff, including 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, I am aware that penalties exist for improper disclosure of information as defined in the Privacy Act of 1974, 5 U. S. C. 552a. Specifically, 5 U.S.C. 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, 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.

I acknowledge that 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 or imprisonment for as long as five years, or both, together with the cost of prosecution. I also acknowledge that unauthorized disclosure of Social Security information may result in an award of civil damages against the officer of employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by I.R.C. Section 7213 and 7431 and set forth at 26 C.F.R. 301.6103(n).

Student Name (print) _____

Student Signature: _____ Date _____

Witness Signature: _____ Date _____