

Communication Sciences and Disorders, Speech-Language-Hearing Clinic

Policies and Procedures

**SUBJECT: ClinicNote (SLH Clinic’s Electronic Medical Records Software) policies #5**

**Policy: ClinicNote user’s IP addresses will be built into the system to track and allow secure access. All ClinicNote users will be assigned user ids and will be removed from being able to access the system when they have completed therapy with patients. Students and Clinical Supervisors will use NAU Google Drive for note sharing, NOT Word documents or email.**

**Procedure:**

* ClinicNote will be responsible for entering all user IP addresses.
* Administrative Associate will assign user ID’s and temporary passwords to all students (and clinical supervisors) at the start of their speech therapy clinical rotation.
* At the time of the first log in into ClinicNote, students are instructed to change their password. They are instructed to NOT use their NAU password.
* Upon completion of their clinical rotation, the Administrative Associate removes the student therapist access to ClinicNote via the list of the administrative panel.
* When students write progress notes and evaluation reports to share with their clinical supervisor in ClinicNote, they must use the NAU Google docs drive.
* Students and clinical supervisors may NOT use email or Word to share any PHI communications.