

Communication Sciences and Disorders, Speech-Language-Hearing Clinic

Policies and Procedures

**SUBJECT: Not sharing information with non-covered entities #18**

**Policy: The CSD department and clinic may not share any Protected Health Information with other NAU departments or outside organizations for reasons other than treatment, payment or health care operations without patient authorization.**

**Procedure:**

* **A release of information, detailing what information may be shared, must be completed by NAU staff, and signed by the patient or patient representative.**
* **After the patient or patient representative has signed the form, information may be shared with the other NAU department or other outside organization.**
* **Information may only be shared verbally or in writing, via fax, as email is not secure.**