

## Special Kids Therapy (SKT)

When it is necessary to view client information, or organizational documents and plans, such information shall be deemed as confidential. This information can be shared with any outside source only with the express permission of the Executive Director and/or the Executive Board of Special Kids Therapy.

All volunteers may have access to that portion of client records or organizational documents as is deemed necessary by the Executive Director or the Executive Board of Special Kids Therapy. Any inquiries concerning clients of SKT or the business of SKT shall be referred either to the Executive Director or the Executive Board of SKT.

HIPAA, which stands for the American Health Insurance Portability and Accountability Act of 1996, is a set of rules to be followed by doctors, hospitals and other health care providers. HIPAA took effect on April 14, 2006. HIPAA helps ensure that all medical records, medical billing, and patient accounts meet certain consistent standards with regard to documentation, handling and privacy. While SKT makes no claims that the organization is a health care provider, HIPAA rules may apply to certain records concerning health issues for clients of SKT. As such, all records and information concerning clients will remain confidential, and volunteers and/or staff may be subject to the regulations of HIPAA rules, especially as to concerns of the rights of privacy of individuals involved.

By my signature here I serve legal notice that I have read and understand the statements above.

A copy of this document will be retained at the offices of SKT.

\_\_\_\_\_  
Volunteer Name: (Please Print)      Volunteer Signature

Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your courtesy in helping us serve our clients in a dignified and discreet manner. We appreciate your help and value your service to the organization and to the people we serve.