

Area: Program Services
Subject: Client Records
Policy No.: 140

POLICY

It is the policy of the Center for Communication Disorders that all clients receiving evaluation and/or treatment services at the Center will have a permanent record on file.

PURPOSE

The purpose of this policy is to ensure that complete and accurate information concerning client service and case management at the Center is recorded and stored.

PROCEDURES

1. One client file will be used for both audiology and speech-language clients evaluated at the Center; however, each profession will be assigned a separate section in the file folder.
2. Records of clients who are scheduled for speech-language diagnostic services will be filed in the speech-language pathology diagnostic file drawer.
3. The records of clients scheduled for audiological evaluation will be filed in the audiology diagnostic drawer
4. Records of clients who receive only audiology diagnostic services within the current two years will be filed with the Center active files. These records will include: chronological record of activity forms, Center audiological reports, release forms, and case history forms, and reports from other agencies.
5. Records of clients currently receiving treatment for speech, language or hearing disorders will be filed in the Center active files. Records will include the following information: client identification face sheet; chronological record of activity notes; Center diagnostic and treatment reports; data sheets and test forms; progress notes; Center audiograms and audiology reports; release of information forms; reports from other agencies; record of client attendance and supervisory observations.
6. Records of clients on the waiting list to receive treatment for speech, language or hearing disorders will be filed in the Center waiting files.
7. The Center inactive files will include complete records of all clients not currently receiving evaluation or treatment, and will be maintained for 10 years after the most recent date of activity. After 10 years of inactivity, the records of inactive clients will be destroyed.