

Maryjane Rees Center: Speech and Language Clinic

Client Files

- Client charts are located in the client file room, which is locked at all times. You may access the key to this room during clinic operating hours at the front desk.
- We use electronic medical records (EMR) through CounselEar for all client records. These records are only accessible inside the clinic on secure computers. You may not print out client records and leave the clinic with them. You may not review your client files anywhere else in Folsom Hall. You are not allowed to take them to any common space within the building. They are to remain in your possession at all times while in the clinic or clinical instructor's office. You may NOT remove client files from the premises.
- Please file test protocols promptly in the hanging folders in the CI room. These are shredded at the end of each semester.
 - Make sure that you have the client's file number and not the client's name on the protocols.