



Rancho Los Amigos National Rehabilitation Center

Communication Disorders Department Policy and Procedure

SUBJECT: SPEECH PATHOLOGY & AUDIOLOGY WORKING FILES

Policy No.: 519

Supersedes: May 1985

Revision Date: July 2022

Page: 1 of 1

PURPOSE

To outline the purpose, allowable content and destruction procedures for clinical working files in the Communication Disorders Department (COD).

POLICY

Speech -language pathologists and Audiologists may maintain a working file for each patient receiving services in order to ensure coordination and continuity of care throughout the patient's treatment. All working files are considered confidential and private in nature and are stored in a secure manner to ensure protection of health information.

PROCEDURE

1. The working file should be labeled with sufficient information to identify the patient, including patient's name and medical record number.
2. The working file may include;
 - test protocols and, if appropriate, detailed session data collection. These detailed items are interpreted and summarized in the medical record.
 - therapy worksheets or treatment materials (For example, lists of family members, items chosen for potential inclusion on an augmentative communication device, etc.)
 - written hand-off information from one therapist to another regarding the therapy plan for patient coverage for a particular date
 - copy of home therapy program
 - appointment letters and other scheduling information to assist care planning
 - relevant correspondence received from outside agencies such as CCS
3. The working file functions as a temporary repository of information that is relevant to the patient's treatment in the particular therapy program. All information relevant to the ongoing medical treatment of the patient must be accurately summarized and documented in the patient's medical record.
4. The working file will be destroyed in an approved manner, upon discharge from the therapy program.

EFFECTIVE DATE: May 1985

COUNTY OF LOS ANGELES- DEPARTMENT OF HEALTH SERVICES

REVIEWED: July 2022

Signature(s) on File.