

UCLA Psychology Practicum Information on Written Reports and Audio/Video Recording

Practicum Trainee Use of Written Reports Generated from Direct Clinical Service Activities

Trainees should work with their practicum track Director/Clinical supervisor to redact the patient's identifying information from the report or document before submitting it to their home institution's clinical program or as part of their internship application. If a trainee needs to provide such a writing sample to their home institution's clinical program it should be completely de-identified. View the [Deidentification Checklist](#) in order to assist with this step. If the information cannot be deidentified or if a trainee's program requires it, written authorization from the patient can be obtained by using the [UCLA Health Authorization for Release of Protected Health Information form](#). When completing the authorization, it is best practice to be as specific as possible when describing the information that will be disclosed, the purpose of the disclosure, and the recipient of the information. Once the patient has signed the authorization, the supervisor or trainee with supervisor cc'ed should email it to Health Information Management Services at roi@mednet.ucla.edu. The report should then be uploaded into an institutional-affiliated file sharing system like Box or Dropbox for storage and sharing.

Practicum Trainee Use of Audio/Video Recording of Direct Clinical Service Activities

For recording, UCLA Health policy (see [Photography and Filming and Audio Recording, 0308](#)) requires written authorization from the patient in most cases. The trainee would need to work with their practicum track Director/Clinical supervisor to obtain written authorization using the [Communications | Marketing Authorization for Release of Protected Health Information form](#). Trainees should make sure to include as much detail as possible regarding how the information will be used and shared. Once the patient has signed the form, the trainee or supervisor should email it to Health Information Management Services at roi@mednet.ucla.edu. Trainees should be sure to not send it to the email address listed on the Communications | Marketing Authorization for Release of Protected Health Information form. The trainee would then be permitted to record the session and share it as part of their exam. The audio/video file should then be uploaded into an institutional-affiliated file sharing system like Box or Dropbox for storage and sharing with necessary faculty at the trainee's home institution.