**HIPAA-Secure Zoom Policies and Procedures**

**General Wake Forest University Zoom Information**

* <https://is.wfu.edu/services/zoom/>

**Do:**

* Use your Wake Forest University Zoom account (<https://wakeforest-university.zoom.us/>). It is HIPAA secure and includes additional safeguards for protecting private health information (PHI).
* Enter your Zoom recording link and passcode on the Recording Review Form. Submit the form in Anthology Portfolio and designate your University Supervisor as the assessor.

**Don’t:**

* Do not use a non-WFU Zoom account or any other recording software for counseling session recordings, even if these software programs are HIPAA secure.
* Do not email, text, post, or otherwise share your Zoom recording link.
* Do not download the recording.

All of these guidelines are in place to ensure client privacy and HIPAA compliance.

**Recording and Sharing Your Recorded Counseling Sessions in your WFU Zoom Account**

1. Follow all site and university processes for securing written permission to record your client’s session.
2. Log into your WFU Zoom account using your WFU credentials.
3. Create a meeting in your WFU Zoom account (Ensure that you are using your WFU account ONLY).
4. Record the session (Note: Your WFU Zoom account only allows you to record to the cloud. It does not allow you to record to your computer or to download your recording to a hard drive. It also only allows individuals with WFU accounts to access your recording).
5. Share your recording link and passcode by entering on your Recording Review Form.
6. Submit your Recording Review Form to Anthology Portfolio.