

<p>WEBER HUMAN SERVICES</p>	<p>Policy & Procedure</p>	<p>NUMBER 18</p>
	<p>HIPAA/PRIVACY PRIVACY AND INFORMATION SECURITY TRAINING</p>	<p>APPROVED 2/21/2014</p>
		<p>REVIEWED</p>
		<p>REVISED 5/11/2017</p>

POLICY:

All workforce members, paid and volunteer, of Weber Human Services will receive training including Health Insurance Portability and Accountability Act of 1996 (HIPAA) which includes Privacy and Information Security.

PURPOSE :

HIPAA requires healthcare organizations educate workforce members including information about: the access, use, management, control, disclosure, and/or release of Protected Health Information (PHI). The purpose of this Policy is to describe the HIPAA training plan for Weber Human Services.

PROCEDURES:

1. General HIPAA Training

Annual training about Privacy and Information Security is mandatory. All workforce members at Weber Human Services must complete HIPAA training each year.

- Workforce members shall not receive access to electronic applications that permit access to Protected Health Information (PHI) and/or Personal Identifiable Information (PII) until training is completed.
- Employees will receive notification of the training from the Human Resource Office or their relevant director.
- Completion will be recorded by the Human Recourse Office.

2. Refresher training upon request, remedial education and/or periodic reminders/Information Bulletins

- The compliance department will provide training for departments, programs or staff upon request.
- Management HIPAA Updates will be scheduled as needed
- Periodic reminders including emails and updates at other meetings will be provided as needed.

Questions

Questions about HIPAA training should be directed to the individual's supervisor or the Privacy Officer.