

Subject:	HIPAA Training
Section:	PPG# 3350.2
Chapter:	Community Relations
Effective Date:	8/14/03

1.0 POLICY

- 1.1** McLane/ Black Lake Fire Department will ensure that all employees, volunteers, students, observers and trainees (collectively referred to as “members”) who have access to patient information understand the departments commitment to protecting PHI (patient healthcare information), the legal requirements mandated by State and Federal standards and are trained in McLane/ Black Lake Fire Department’s policies and procedures regarding PHI.
- 1.2** All department members shall be required to undergo privacy training in accordance with the HIPAA Privacy Rule.
- 1.3** All new members will be required to undergo privacy training in accordance with the HIPAA Privacy Rule within a reasonable time upon association with the organization, as scheduled by the Privacy Officer.
- 1.4** All department members will be required to undergo privacy training in accordance with the HIPAA Privacy Rule within a reasonable time after there is a material change to McLane/ Black Lake Fire Department’s policies on privacy practices.

2.0 GUIDELINES

- 2.1** Privacy Training will be conducted by the Privacy Officer or his/ her designee.
- 2.2** All attendees will receive copies of McLane/ Black Lake Fire Department’s policies and procedures regarding privacy.
- 2.3** All attendees must attend the training in person and verify attendance and agreement to adhere to McLane/ Black Lake Fire Department’s policies and procedures on privacy practices.
- 2.4** Role based training will be conducted by videotape or classroom instruction and shall conclude with a knowledge test that shall become part of the members personnel file.
- 2.5** Topics of the training will include a complete review of McLane/ Black Lake Fire

Department's Policies on Privacy Practices and will include other information concerning the HIPAA Privacy Rule, such as, but not limited to, the following topic areas:

- 2.5.1 Overview of the federal and state laws concerning patient privacy including the Privacy Regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 2.5.2 Description of protected health information (PHI).
- 2.5.3 Patient rights under the HIPAA Privacy Rule.
- 2.5.4 Staff member responsibilities under the Privacy Rule.
- 2.5.5 Role of the Privacy Officer and reporting employee and patient concerns regarding privacy issues.
- 2.5.6 Importance of and benefits of privacy compliance.
- 2.5.7 Consequences of failure to follow established privacy policies.
- 2.5.8 Use of McLane/ Black Lake Fire Department's privacy forms.

3.0 REFERENCES

- 3.1 Health Insurance Portability and Accountability Act of 1996 (HIPAA).