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|  Winson Memorial Hospital We Care For You | <u>Effective Date</u> | | |
| | July 2007 | | |
| | <u>Number</u> HP 012 | <u>Replaces Policy</u> NEW | |
| <u>Title</u> HIPAA Privacy Standards Job-Specific Education Requirements | <u>Date Revised</u> July 2007 | <u>Date Reviewed</u> | <u>Next Scheduled Review Date</u> July 2010 |
| <u>Signature</u> _____ | <u>Scope of Responsibility</u> HIPAA/Compliance | | |
| Chief Privacy Officer | | | |

Purpose: To facilitate compliance with the Health Insurance Portability and Accountability Act (HIPAA) Standards for Privacy of Individually Identifiable Health Information (Privacy Standards), 45 CFR Parts 160 and 164, Administrative Requirements. To establish guidelines for HIPAA Privacy Standards related to job-specific education requirements.

Policy:

1. IMH must provide education to all members of the workforce on its policies and procedures relating to Protected Health Information (PHI) to assist workforce members to carry out their functions.
2. IMH must provide such training to each:
 - Current workforce member annually;
 - New workforce member within a reasonable period of time (e.g., 30 to 45 days) after the person joins the workforce; and
 - Workforce members whose functions are affected by a material change in such policies and procedures within a reasonable period of time (e.g., 30 to 45 days) after such material change becomes effective.

Procedure:

The educational process for creating employee awareness of policies and procedures relating to the HIPAA Privacy Standards and PHI must:

1. Identify policies and procedures that specifically affect the job duties of each workforce member;
2. Train specified workforce members regarding the polices and procedures that are identified;
3. Whenever there is a change to the facility's policies and procedures, promptly train workforce members regarding such changes; and
4. Document the education and awareness process.