

NAME OF HOSPITAL

HIPAA REGULATION	ADMINISTRATIVE REQUIREMENTS	REFERENCE: 6.2
SUBJECT:	TRAINING AND EDUCATING PERSONNEL	EFFECTIVE: 00/00/2003
DEPARTMENT:	HOSPITAL WIDE	
APPROVED BY:		REVISED:

To comply with our obligations under the privacy standards _____ has adopted a policy on training and educating our personnel on our policies and procedures with regards to the handling of PHI.

POLICY: ON TRAINING AND EDUCATING HOSPITAL PERSONNEL

All employees who work for _____ will be trained and educated on our policies and procedures addressing use and disclosure of PHI.

The training will be sufficient so that the workers understand their obligations and potential liabilities with respect to the PHI.

The training will focus only of those policies and procedures that are necessary and appropriate for the workers to perform their jobs.

The training will be done in a timely manner.

The new workers will be trained in a reasonable period of time.

Detailed documentation will be maintained on the training.

Please contact the person listed below with questions on this policy and/or to report violations.

Name:
Phone number:
Address:
Fax:

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To comply with our obligations under the privacy standards _____ has adopted the following procedures on training and educating our personnel on our policies and procedures with regards to the handling of PHI.

PROCEDURE: ON TRAINING AND EDUCATING HOSPITAL PERSONNEL

- Before the start of training, the personnel will be categorized according to the degrees of access to confidential healthcare information.
- Education and training material will be developed to reflect the different levels of training needed for the different categories of workers.

- All existing staff will be trained on the policies and procedures regarding confidential healthcare information.
- All existing staff will be trained by the 14th of April 2003.

- All future staff shall be trained during orientation on the policies and procedures about confidential healthcare information.

- The type, amount, date and employees who received training on the policies and procedures about confidential healthcare information will be documented.

- The training of personnel will be maintained on an ongoing basis.

- The documentation of employee training and education will be current and up to date and will be maintained in a database.

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