

NUMBER: 2.1.15**DATE: 04/01/2003****REVISION: 04/01/2007; 3/30/2010; 02/08/2012; 02/06/2013; 05/17/2017****PAGE: 1 of 3**

SECTION: ADMINISTRATION**AREA: GENERAL ADMINISTRATION****SUBJECT: HIPAA EDUCATION AND TRAINING**

PURPOSE

To insure that the UAMS Workforce is properly educated and trained to protect the privacy and security of patients' health care information.

SCOPE

UAMS Workforce

DEFINITIONS

UAMS Workforce means, for the purpose of this Policy, physicians, employees, volunteers, trainees, and other persons whose conduct, in the performance of work for UAMS, is under the direct control of UAMS, whether or not they are paid by UAMS.

To access any other terms or definitions referenced in this policy:

<http://hipaa.uams.edu/DEFINITIONS%20-%20HIPAA.pdf>

POLICY

UAMS will provide to the UAMS Workforce the appropriate education and training necessary to comply with the HIPAA Regulations, and the UAMS HIPAA policies and procedures related to the individual's role and specific job duties at UAMS. The Required HIPAA Privacy and Security Training must be approved by the UAMS HIPAA Office.

PROCEDURE

All Required HIPAA Privacy and Security Training completed by any of these individuals will be recorded in the UAMS training system or manually maintained by the UAMS office assigned to the specific training.

Required HIPAA Training: All Physicians and other Healthcare Professionals with provider billing numbers, Fellows and Residents must complete Required HIPAA Privacy and Security Training within sixty (60) days of their appointment date.

The link for Required HIPAA Privacy and Security Training is at <http://hipaa.uams.edu/RequiredHIPAAPS2015/RequiredHIPAAPS2015.htm>. All employees who attend New Employee Orientation will receive Required HIPAA Privacy and Security Training at that time.

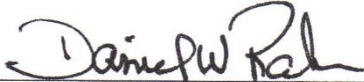
1. All other employees of UAMS who do not attend Orientation must complete the Required HIPAA Privacy and Security Training within 30 days of hire date.
 2. All employees rehired to UAMS must retake the Required HIPAA Privacy and Security Training if they have been separated from UAMS over six (6) months.
 3. All UAMS students will receive Required HIPAA Privacy and Security Training as part of Orientation or via the online training course.
 4. All affiliated students who will have direct access to patients and/or UAMS computer systems must complete the Required HIPAA Privacy and Security Training. All other visitors who will not have direct access to patients or computer access are required to complete the Level 1 HIPAA Training module.
 5. All Job Shadowers will receive HIPAA training in accordance with the 2.1.24 Job Shadowing Policy.
 6. All UAMS Volunteers will receive HIPAA training coordinated through the appropriate Office of Volunteers and approved by the UAMS HIPAA Office.
 7. All UAMS Academic Visitors who will have direct access to patients and/or UAMS computer systems will receive Required HIPAA Privacy and Security Training. All other visitors who will not have direct access to patients or computer access are required to complete the Level 1 HIPAA Training module. The UAMS Sponsor of the Visitor must provide HIPAA training materials and obtain a signed UAMS Confidentiality Agreement from the Visitor.
 8. All other individuals requesting electronic access to PHI are required to complete the HIPAA Privacy and Security Training.
- A. **Research HIPAA Training:** UAMS workforce working with human subjects for research purposes must complete the HIPAA research with the IRB Human Subjects Training <https://www.citiprogram.org/Default.asp?> In addition to the HIPAA Privacy and Security Training. This includes the principal investigator, co-investigators and research staff including, but not limited to, research associates, research assistants and study coordinators.
- B. **HIPAA Related Policy and Procedures Training:** It is the responsibility of the individual's supervisor to provide employee training on UAMS HIPAA policies and procedures specific to the individual's area of responsibility.
- C. **Ongoing Training:**
1. Inservices will be provided for any additional training as needed for individual

departments.

2. Annual training will be provided to the entire UAMS Workforce.

Sanctions

1. Violation of this Policy will result in disciplinary action in accordance with Administrative Guide Employee Discipline Policy 4.4.02, HIPAA Sanctions Policy 2.1.42 and other campus policies.
2. In addition, disciplinary action for failure to complete training in a timely manner may result in the disabling of badge access, disabling access to UAMS domain and information systems. Students may be prevented from registering for classes or their continued enrollment in the educational program may be negatively impacted.

Signature: 

Date: May 17, 2017