

Tulane University

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| DEPARTMENT: General Counsel's Office -- HIPAA | POLICY DESCRIPTION: HIPAA Privacy/Security Training – Sanctions for Non-compliance – FPP Physicians/Clinicians (TUMG) |
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| APPROVED: July 1, 2004 | REVISED: May 9, 2005 |
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Tulane University HIPAA Privacy/Security Training -- Sanctions for Non-compliance

SCOPE OF POLICY

This policy applies to Tulane University Medical Group, its participating physicians and clinicians, and all University employees and business units who provide management, administrative, financial, legal, and operational support to or on behalf of Tulane University Medical Group and have been designated as part of the Tulane University HIPAA Health Care Component.

STATEMENT OF POLICY

HIPAA Training will be provided to all of the Tulane University Health Care Component staff. All members of the Tulane University Health Care Component staff are to participate in the training on the privacy/security policy and procedures within a reasonable time upon initiation of their employment by Tulane University, and, thereafter, upon any material change in the HIPAA regulations. Any employee who violates this by not attending the required training will be subject to sanctions. For purposes of this policy, the sanctions to which the FPP Physicians/Clinicians (TUMG) are subject, as established by the HIPAA Steering Committee, are outlined below.

IMPLEMENTATION

1. The Departmental Chairman, or his/her designee, is responsible for the orientation of FPP Physicians/Clinicians (TUMG), which includes the notification of their responsibility for HIPAA training and the mechanism for obtaining this training.
2. New FPP Members are expected to complete this requirement within the first 30 days of joining the Faculty Practice Plan. Any extenuating circumstances must be reported, in writing, to the Privacy Official.
3. Members effective with the Faculty Practice Plan of the Tulane University School of Medicine prior to July 1, 2004 must have completed this requirement prior to July 31, 2004, or the Department will be subject to a \$1000 fine per Member and subsequent fines of \$1000 per month until the end of one year or the requirement is met, whichever comes first. The Departments of Members with FPP effective dates after July 1, 2004 who fail to complete HIPAA training within the first thirty (30) days of employment will be fined \$1000 and \$1000 for each subsequent month that the requirement is not satisfied. Any Member who has not completed the training by one year from his/her FPP effective date will be subject to further disciplinary action to be determined by the Chairman of the Department and the Dean, Tulane University School of Medicine. The Departmental Chairman of any Member responsible for his/her Department being fined may choose to obtain reimbursement from the Member for this expenditure.
4. The Privacy Official will forward a list of all FPP Members, by Department, who have not obtained HIPAA training within thirty (30) days of their employment to the Departmental Administrator, with a copy to the Chairman of the Department, the Dean, Tulane University School of Medicine, and the Senior Vice President for Health Sciences (Chairman of HIPAA Steering Committee).
5. The Associate Dean for Administration and Financial Management of the School of Medicine/Executive Director of the FPP, in conjunction with the Director of FPP Financial Services, will set up an account to deposit any collected fines.