

Tulane University

DEPARTMENT: General Counsel's Office -- HIPAA	POLICY DESCRIPTION: Privacy and Security Training
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APPROVED: May 9, 2005	REVISED: May 9, 2005
EFFECTIVE DATE: April 14, 2003	POLICY NUMBER: GC-020

Tulane University HIPAA Privacy/Security Training

April 1, 2003

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

Training will be provided to all of the Tulane University Health Care Component staff. Requirements are as follows:

1. The Privacy Official is responsible for the development and implementation of, and compliance with, privacy and training. The Security Officer is responsible for the development and implementation of, and compliance with, security. The HIPAA Privacy Committee will act as an advisory group.
2. All members of the Tulane University Health Care Component staff will be trained on privacy policies and practices within a reasonable time upon initiation of their service to Tulane University and thereafter, upon any material change. Employees hired prior to April 14, 2003 could attend the August/September 2002 overview or view a HIPAA video approved by the Privacy Official, and take a quiz.
3. All members of the Tulane University Health Care Component staff will be trained on privacy policies as part of their applicable orientation process. Beginning on May 10, 2005, the HIPAA training presented by the HIPAA Privacy Official at New Employee Orientation will include both HIPAA Privacy Training and HIPAA Security Training. See attached flow sheet and Sign-in Form.
 - a. New employees must view a HIPAA presentation approved by the Privacy Official and the Security Officer and take a quiz, comprised of one part on Privacy and one part on Security.
 - b. Passing grade of 60% or better is required on each part. If this is not achieved, then a repeat viewing of the HIPAA presentation with a retake of the quiz on the failed portion is required. If a passing grade of 60% or better on the Privacy portion is not achieved on the retake, then the Privacy Official will meet with the individual employee; the Security Officer will meet with employees who fail to pass the Security portion of the training.
4. Documentation must be kept for at least six years on all members who have been trained on privacy policies and practices.

**HEALTH INSURANCE PORTABILITY AND
ACCOUNTABILITY ACT
(HIPAA)**

**PRIVATE HEALTH INFORMATION
PRIVACY PRACTICES**
New Employee Orientation

SIGN-IN SHEET DATE

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HIPAA PRIVACY PRACTICES
SIGN-IN SHEET
PAGE TWO

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**HUMAN RESOURCES
TRAINING OF NEW EMPLOYEES
HIPAA COMPLIANCE**

