

TITLE: HIPAA PRIVACY AND INFORMATION SECURITY TRAINING FOR COLUMBIA UNIVERSITY MEDICAL CENTER WORKFORCE MEMBERS

POLICY:

All employees and affiliates of Columbia University Medical Center receive training including Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security information.

PURPOSE :

HIPAA requires that healthcare organizations conduct training including information about access, use, manage, control, disclose, and/or release patient Protected Health Information (PHI). The purpose of this Policy is to describe each of the HIPAA training methods offered by Columbia University Medical Center.

PROCEDURES:

1. **Mandatory HIPAA training.** Training about HIPAA Privacy and Information Security is mandatory. All workforce members at Columbia University Medical Center must complete HIPAA training.
2. **HIPAA training.** Which HIPAA training is appropriate for a particular individual is dependent upon the requirements of that individual's job at Columbia University Medical Center.
 - a. An individual who is required to renew his/her privileges and appointment at New York Presbyterian Hospital can complete a web-based on-line HIPAA training course.
 1. To take the web-based HIPAA training course contact the Office of HIPAA Compliance to be registered, log on to <http://columbia.hccs.com> and follow the instructions.
 2. Other workforce members may complete the on-line training at the discretion of the Office of HIPAA compliance
 3. The web-based HIPAA training course is approximately 60 minutes in length, and can be taken at CUMC or any other location with internet access.
 - b. An individual who conducts research at Columbia University Medical Center must complete a research-specific HIPAA training course.
 1. Completion of the HIPAA research training is required IN ADDITION to the general HIPAA training
 2. To take the research-specific HIPAA training course, log on to <http://www.rascal.columbia.edu> then login to the Testing Center (under "Compliance") and select training module TC0019 (HIPAA:

Health Insurance Portability and Accountability Act Training Course).

- c. All other individuals should attend one of the HIPAA Training sessions.
 - 1. The HIPAA Training session is provided for all new workforce members during New Employee Orientation
 - 2. A certificate of completion is provided to each staff member completing the training
- d. Students
 - 1. HIPAA training for students (Medical, Nursing, Dental and Physical Therapy) is provided by the Office of HIPAA Compliance on an annual basis.
 - 2. It is the responsibility of each school to assure that all students receive required HIPAA training prior to receive access to protected health information.

Refresher and Requested Training

- a. The Office of HIPAA Compliance provides training for departments, programs or staff upon request.
- b. Periodic HIPAA refresher training will be offered for all staff
- c. Management HIPAA Updates will be scheduled as needed
- d. Periodic reminders including emails and updates at other meetings will be provided.

Questions. Questions about which HIPAA training class to attend or complete Should be directed to the individual's supervisor or the HIPAA Privacy Officer.

Definitions..

Protected Health Information is information about a patient, including demographic information that may identify a patient, that relates to the patient's past, present or future physical or mental health or condition, related health care services or payment for health care services.

RESPONSIBILITY: HIPAA Privacy Officer, Departments

ISSUED: December 2003

REVIEWED: October 2007

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