

Stark County Board of Developmental Disabilities

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| HIPAA Procedure 3: Staff Training HIPAA | Effective: 4/12/03 |
| Chapter 2: Agency Administration | Page 1 of 1 |

Subject: Staff Training HIPAA

Staff newly hired by the Board will be provided mandatory training in HIPAA policy, procedures, and practices as a normal part of their orientation. While the Privacy Officer shall be responsible to assure that this training is scheduled, content is in good order, and that staff attendance is documented, it is the responsibility of the Staff person to attend the scheduled training. The Human Resource Director shall report to the Superintendent a listing of all Staff who fail to attend the scheduled mandatory training without the prior approval of the Superintendent. The Superintendent will determine appropriate disciplinary action for Staff that have a non-excused absence from said mandatory training.

The content of the training may include, but is not limited to, the following:

Principles of HIPAA privacy, including training regarding the background of HIPAA, and explanation of the terms used under HIPAA;

Client’s rights regarding HIPAA privacy, requesting access, accounting of use and disclosures and amendment of his/her PHI;

Introduction of HIPAA privacy regulation, including Privacy Policy, Notice of Privacy Practices , complaint procedures, reporting potential or suspected violations and potential penalties;

Cooperating with investigations or audits.

Additional training shall be provided for individual groups that will be directly affected by new policies and procedures in the course of fulfilling their job responsibilities. (e.g. Case Record Administrators and alternates).

The Privacy Officer shall ensure that Board employees receive periodic training on general and specific matters in regard to HIPAA.

The Privacy Officer and Superintendent shall work together to provide information to Board employees as it becomes available, regarding revisions or HIPAA compliance issues received from carriers or the government.

| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Applies to:</td> <td style="width: 20%;">Yes</td> <td style="width: 20%;">No</td> </tr> <tr> <td>All employees</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Non Represented</td> <td></td> <td></td> </tr> <tr> <td>SCEPTA</td> <td></td> <td></td> </tr> <tr> <td>SCDD SSA</td> <td></td> <td></td> </tr> <tr> <td colspan="3">(1) <u>See Current Bargaining Agreement</u></td> </tr> </table> | Applies to: | Yes | No | All employees | X | | Non Represented | | | SCEPTA | | | SCDD SSA | | | (1) <u>See Current Bargaining Agreement</u> | | | <p>Historical Resolution Information Policy 2.22 HIPAA</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Resolution Number</th> </tr> </thead> <tbody> <tr> <td>3/24/03</td> <td>3-28-03</td> </tr> <tr> <td>1/19/13</td> <td>01-09-13</td> </tr> </tbody> </table> <p>Procedure Rev. 4/30/12</p> | Date | Resolution Number | 3/24/03 | 3-28-03 | 1/19/13 | 01-09-13 |
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| <p>Superintendent's Signature: </p> | <p>Reviewer(s): Privacy Officer Security Officer</p> | | | | | | | | | | | | | | | | | | | | | | | | |