



Oklahoma State University

Title: Training	Policy #: SEC-04.05
Category: HIPAA Compliance	Authority: 45 CFR § 164.308(1)(ii)(B) HIPAA SECTION:
Standard: Security Awareness & Training Implementation	Responsibility: Health Care Components
Effective Date: 4/20/2005	Pages: Page 1 of 2
Approved By: OSU Legal Counsel	Revised: 7/1/2013

PURPOSE:

To ensure all employees and students who may have access to PHI receive the appropriate training.

POLICY:

All employees, students and volunteers paid and unpaid will receive HIPAA training regarding OSU policy and procedures with respect to protected health information.

Procedure - Employees

1. ALL new employees will receive HIPAA training either while filling out paperwork on their first day of employment or at orientation at Human Resources. At that time, they will sign a Confidentiality Agreement, which will remain in the Employee file in Human Resources along with the Certificate of Completion for HIPAA Training.
2. Employees will complete at minimum, yearly training or as needed and/or as determined by the HIPAA Compliance Office and/or the HIPAA Steering Committee.

Procedure - Volunteers

Volunteers will receive training during orientation provided by

- a. Specific department
- b. Human Resources or
- c. HIPAA Compliance Office

(to be determined by Privacy Officer)

Procedure - Students - CHS

All new students will be trained during Orientation in the Fall. The HIPAA Compliance Office will coordinate training with CHS staff regarding schedule and placement on the orientation agenda or via online methods.

Students – Extern Rotation

Students will attend an orientation session with the Manager of Health Services Education and HIPAA Compliance Officer or conduct online training. This orientation will include:

- Review of the Patient Care Mission



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- Review of the Clinical Expectations/ Responsibilities: compliance contract to be signed
- Review of the dress code/ professionalism standards
- Review of Nursing Professionalism standards: signature required
- Review of the OSU Confidentiality Agreement/ HIPAA review: signature required

The student will receive copies of the above. Originals will be kept in the Nursing Manager's office. Copies of the Confidentiality Agreement will be stored in the Student's file.

Procedure – Student Shadows

OSU often has student visitors who are pursuing a career in the medical field (pre-med, nursing, medical records, etc.) Visiting students are required to complete online HIPAA training. This applies to all student visitors who will be observing in clinics *regardless* of length of visit.

It is the responsibility of the employee coordinating the visit to notify the Human Resources Department and the HIPAA Compliance Office in advance so the training may be made available to the student.

The department the student is visiting will require the student to complete training and will require the visiting student to sign a Confidentiality Agreement, which will be kept in the HIPAA Compliance Office.