



# NORTHAMPTON COUNTY

## Department of EMERGENCY MEDICAL SERVICES



### STANDARD OPERATING GUIDELINES

<b>TOPIC: HIPAA Privacy Training</b>	<b>SOG #: 2.22</b>
<b>Status: ACTIVE</b>	<b>Written: 03/28/2003</b>
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<b>Approved by: Hollye B. Carpenter</b>	<b>Adopted: 01/01/2013</b>

### PURPOSE

To ensure that all members of Northampton County Department of EMS Staff--- including all employees, volunteers, students and trainees (collectively referred to as “staff members”) who have access to patient information understand the organization’s concern for the respect of patient privacy and are trained in the Company’s policies and procedures regarding Protected Health Information (PHI).

### SCOPE

All EMS Providers

### POLICY

1. All current staff will be required to undergo privacy training in accordance with the HIPAA Privacy Rule prior to the implementation date of the HIPAA Privacy Rule, which is April 14, 2003.
2. All new staff members will be required to undergo privacy training in accordance with the HIPAA Privacy Rule within a reasonable time upon association with the organization, as scheduled by the Privacy Officer.
3. All staff members will be required to undergo privacy training in accordance with the HIPAA Privacy Rule within a reasonable time after there is a material change to the Company’s policies and procedures on privacy practices.

### PROCEDURE

1. The Privacy Training will be conducted by the Privacy Officer or his or her designee.
2. All attendees will receive copies of the Company’s policies and procedures regarding privacy.
3. All attendees must attend the training in person and verify attendance and agreement to adhere to the Company’s policies and procedures on privacy practices.
4. Training will be conducted in the following manner: Classroom which will include review of policy and may include, but not limited to, videotape training, computer based, and/or articles.
5. Topics of the training will include a complete review of the Company’s Policy on Privacy Practices and will include other information concerning the HIPAA Privacy Rule, such as, but not limited to the following topic areas:
  - a. Overview of the federal and state laws concerning patient privacy including the Privacy Regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
  - b. Description of protected health information (PHI)
  - c. Patient rights under the HIPAA Privacy Rule
  - d. Staff member responsibilities under the Privacy Rule
  - e. Role of the Privacy Officer and reporting employee and patient concerns regarding privacy issues
  - f. Importance of and benefits of privacy compliance
  - g. Consequences of failure to follow established privacy policies
  - h. Use of the Company’s specific privacy forms