

Effective Date: April 14, 2003, Motion #03-013
Revised Date: 5/31/13
Review Date: 6/13/13

North Sound Mental Health Administration

Section 2500 – Privacy: Training of the Workforce

Authorizing Source: RCW 70.02; 45 CFR 165 (HIPAA)

Cancels:

See Also:

Providers must have own "HIPAA & WAC compliant policy"

Responsible Staff: Privacy Officer

Approved by: Executive Director

Signature:

Date: 7/17/2013

POLICY #2520.00

SUBJECT: TRAINING OF THE WORKFORCE

PURPOSE

The North Sound Mental Health Administration (NSMHA), in compliance with the Privacy Rules of Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification provisions, sets out in this policy the requirements for workforce training in our privacy practices.

POLICY

As a part of their orientation, NSMHA will train *all* of our workforce members (full and part time employees, interns, and volunteers) in our privacy practices. We will train employees in accordance with their role in NSMHA and their functions with regard to Protected Health Information (PHI).

Whenever there are material changes to our privacy practices, the Privacy Officer will determine the workforce groups affected by the changes and coordinate the training of those groups.

All trainings presented will be documented as to content and attendance.

Workforce members who fail to attend their assigned trainings will be subject to sanction for breach of privacy practices in accordance with NSMHA's Personnel Policy and Procedure 9.4 Progressive Corrective and Disciplinary Action.

Documentation retention requirements for Policy No. 2520.00 include:

1. Policies and procedures for workforce training
2. Evidence that trainings were presented to the workforce

ATTACHMENTS

2520.01 – Procedure: 2520-A