



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	HIPAA Training
Reference Number:	ADM 05-018
Effective Date:	1-Jan-21
Last Revision Date:	
Signature of Approval	Curtis Sheets, Chief

Purpose:

The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) requires that all members of the Wintergreen Rescue Squad’s workforce be trained on our policies and procedures regarding privacy and security. This policy is meant to ensure that all of Wintergreen Rescue Squad staff - including all employees, volunteers, students and trainees (collectively referred to as “staff members”) - who have access to protected health information (“PHI”) understand and are trained regarding Wintergreen Rescue Squad’s HIPAA policies and procedures.

Scope:

This policy applies to all Wintergreen Rescue Squad staff members. This includes those who have access to PHI in any form.

Procedure:

1. All current staff members must be trained on Wintergreen Rescue Squad’s HIPAA policies and procedures in accordance with HIPAA.
2. All new staff members will be required to undergo privacy training within a reasonable time upon association with Wintergreen Rescue Squad.
3. All staff members who have undergone initial HIPAA training will be required to undergo HIPAA training within a reasonable time after there is a material change to Wintergreen Rescue Squad’s HIPAA policies and procedures.
4. The HIPAA training will be coordinated and tracked on the “Training Log” Form by the HIPAA Compliance Officer or his or her designee. Training documentation will be maintained for six (6) years.
5. All staff members will receive copies of Wintergreen Rescue Squad’s HIPAA policies and procedures.
6. All staff members must personally complete the HIPAA training and verify completion and agree to adhere to Wintergreen Rescue Squad’s HIPAA policies and procedures.
7. Training will be conducted through the following method: HIPAA Training provided by the Training Captain
8. All staff members shall be added to the “Training Log” after completing HIPAA training.