



<b>Policy Name:</b>	<b>HIPAA Privacy Rules for Training</b>	<b>Date Revised:</b>	<b>9/2017</b>
<b>Purpose:</b>	<b>GuidelinesHIPAA Training</b>	<b>Board Approval:</b>	<b>9/2017</b>

In accordance with HIPAA Privacy Rule 45 CFR § 164.530(b)(1), all staff members must be trained on regulations, policies and procedures with respect to protected health information, as necessary and appropriate for the individual to carry out their job functions. To help fulfill this requirement, Cardenas Group recommends the **HIPAA Awareness Training for Mental Health Professionals** provided by: HIPAATraining.com. This is a self-paced training that provides participants with a 2 year nationally recognized certificate in HIPAA compliance, though it's worth noting that most counties require HIPAA training annually.

To access this training, users have two options:

1. Purchase bulk trainings for their organization by going to <https://www.hipaatraining.com/> and following the menu path: I am an Organization → Mental Health Provider → adding the number of trainings needed to the cart. Depending on the number of trainings the organization needs, this option will provide a discounted rate when multiple trainings are purchased. More information regarding pricing can be found on the webpage.
2. Alternatively, individuals can purchase trainings as needed by going to <https://www.hipaatraining.com/> and following the menu path: I am an Individual → Mental Health Provider → purchasing the training.

The following content will be covered in the HIPAA Awareness training:

- **Lesson 1 - Introduction to HIPAA** - a general overview of HIPAA regulations
- **Lesson 2 - Transactions, Code Sets and Identifiers** - Information on the HIPAA electronic transactions, code sets and identifiers standards for standardizing the transmission and exchange of electronic PHI
- **Lesson 3 - Privacy** - Information on the HIPAA privacy standards for safeguarding the use and disclosure of PHI
- **Lesson 4 - Security** - Information on the HIPAA security standards for safeguarding the use and disclosure of PHI specifically in electronic form

- **Lesson 5 - ARRA/HITECH Act and Omnibus Rule** - Information on the most recent changes to the HIPAA regulations with the ARRA/HITECH Act of 2009 and Omnibus Rule of 2013
- **Lesson 6 - Implementation** - Some helpful information and tips on implementing the HIPAA regulations at your organization
- **Final Exam** - There are 15 questions and you need to receive 70% or above to pass and obtain the certificate. You can take the exam as many times as you need to pass and you can take it multiple times if you want to try for a higher score. There are also quizzes at the end of each lesson and the final exam is comprised of a majority of those questions.

*Note: Most employees will only need to take the HIPAA Awareness Course. If you are the designated Compliance Officer or IT staff for your agency, you should also consider taking the HIPAA Security Training. This course is meant as a follow-up course for the HIPAA Compliance Officer, IT staff, or anyone else who will be involved in implementing HIPAA Security or who needs a more detailed understanding of HIPAA Security. You can add on the Security training when purchasing the Awareness training.*

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