

Salt River Fire Department EMS Policies and Procedures

Policy on Privacy Training, Privacy Training Documentation, and Privacy Officer



05/2003

401.05

PURPOSE

To ensure that all members of Salt River Fire Department Staff---including all employees, volunteers, students, and trainees (collectively referred to as "members") who have access to patient information understand the organization's concern for the respect of patient privacy and are trained in the Department's policies and procedures regarding Protected Health Information (PHI).

POLICY

1. All current members will be required to undergo privacy training in accordance with the HIPAA Privacy Rule before the implementation date of the HIPAA Privacy Rule, which is April 14, 2003.
2. All new 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 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 Department'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 Department's policies and procedures regarding privacy.
3. All attendees must attend the training in person and verify attendance and agreement to adhere to the Department's policies and procedures on privacy practices.
4. Training will be conducted in the following manner: Computer-based PowerPoint presentation with required post-test to be submitted to the Privacy Officer upon completion of training.

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5. Topics of the training will include a complete review of the Department'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. 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 Department's specific privacy forms

STANDARD

The standard for this policy is set forth by the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

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Salt River Fire Department List of Designated Privacy Officials

The following individual(s) is responsible for various aspects of Federal Privacy Rule. The Salt River Fire Department's EMS Battalion Chief and Medical Director provide oversight of the Department's privacy compliance issues: