

TITLE

HIPAA Training

PURPOSE

In accordance with 45 CFR § 164.530(b), this procedure provides guidance to The University of Arizona (UA) Health Care Components (HCCs) regarding training of individuals working with information that falls under HIPAA.

REVIEW/REVISIONS

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- 06/2015

REFERENCES AND RELATED FORMS

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- Capitalized terms are defined in HIPAA Privacy Program Guidance (Definitions of Key Words) and 45 CFR Parts 160 and 164

PROCEDURES

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1. Training Requirements: HIPAA Training is required for all employees, students, trainees, volunteers and other Workforce members who work or come into contact with information that falls under HIPAA.
 - A. The required HIPAA training must occur within 30 days of initial employment, placement or enrollment of the individual. *Retraining must occur at least once per year.*
 - B. Additional training may be required by the HIPAA Privacy Program.
 2. Training Format: The HIPAA Privacy Program will conduct the required training using the most appropriate form and format, including, but not limited to, in-person and/or online training.
 - A. Online training may be found in UAccessLearning and here: <http://rgw.arizona.edu/compliance/hipaa-privacy-program/hipaa-training>
 3. Training Records: The following records will be maintained by the HIPAA Privacy Program and the HCC for six years:
 - A. Attendance at all HIPAA training sessions and
 - B. Copies of materials used for training.

PLEASE NOTE: Components and Workforce members of HCCs are also responsible for maintaining attendance, certificates and other documentation demonstrating participation in the training event.