



Policy or Procedure Subject: HIPAA Privacy Education and Training		LC.PY.006.r01
Department or Section: Human Resources, Compliance	Prior Issue Date: 5/14/2021	Issue Date: 6/15/2021
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Policy:

The HIPAA Privacy Rule provides federal protections for individually identifiable health information held by covered entities and their business associates and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of health information needed for patient care and other important purposes. The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities and their business associates to use to assure the confidentiality, integrity, and availability of electronic protected health information. Ensuring that all employees in an organization understand and uphold these rules is no easy task. Therefore, all covered entities are required to develop and implement mandated annual privacy and security training, as well as regular reminders for all employees of Covered Entities.

Principle: This policy outlines when and how the employees of Helix Diagnostics will be trained on HIPAA Privacy Education.

Definitions:

- 1) **Zywave-** The LMS system that Helix Diagnostics uses during employee onboarding and for annual education.
- 2) **HIPAA – Health Insurance Portability and Accountability Act –** Protects the privacy of individually identifiable health information.

Procedure:

- 1) When a new employee begins with Helix Diagnostics, they are assigned the HIPAA Module in Zywave LMS.
- 2) The course provides individuals who encounter protected health information a thorough understanding of how HIPAA applies to their job responsibilities and workplace. (Zywave handbook)
- 3) No employee will begin work until this module has been completed.
- 4) Annually, each employee of Helix Diagnostics will be reassigned this module for completion.
- 5) Any questions related to HIPAA should be directed to the company’s Deputy Compliance Officers.

Lab Ops Dir: <i>Amber Macumber</i> Signed: <i>Amber Macumber</i>	Date: <i>6-15-21</i>
VP Lab Ops: <i>Don Henderson</i> Signed: <i>Don Henderson</i>	Date: <i>6/15/21</i>

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