



**SUBJECT: PRIVACY TRAINING**

**GOAL:** To ensure that all members of Clark County Fire & Rescue (the District – including all employees, volunteers, students and trainees (collectively referred to as “personnel”) – who have access to patient information understand the organization’s concern for the respect of patient privacy and are trained in District policies and procedures regarding Protected Health Information (PHI).

**PURPOSE:** To set guidelines for the training of personnel on District policies and procedures regarding Protected Health Information (PHI).

**SCOPE:** All District personnel.

**PROCEDURE:** All current personnel are required to undergo privacy training in accordance with the HIPAA Privacy Rule prior to the implementation date of the HIPAA Privacy Rule, which is April 14, 2003.

All new personnel 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.

All personnel 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 District’s policies and procedures on privacy practices.

1. Privacy training will be conducted by the Privacy Officer or his/her designee.
2. All attendees will receive copies of relevant District policies and procedures regarding privacy.
3. All attendees must complete this training and verify attendance with a signed Patient Confidentially Agreement stating they will adhere to District policies and procedures on privacy practices. All attendees will successfully complete and submit a knowledge assessment included in the training. The signed agreement and completed knowledge assessment will be kept permanently in the member’s EMS file.
4. Training will be conducted in the following manner:
  - a. Lecture and
  - b. CD Rom self-study.
5. Topics of the training will include a complete review of the district’s Policy on Privacy Practices and will include other relevant 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. Staff 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 District's specific privacy forms.