



# University of Connecticut Health Center

**POLICY NUMBER 2003-07**

**March 20, 2009**

**POLICY: UCHC TRAINING OF WORKFORCE: HIPAA PRIVACY AND SECURITY  
(Privacy & Security of Protected Health Information (PHI))**

**PURPOSE:** To identify the mechanism by which appropriate staff receives education and training, both initial and ongoing, on Federal HIPAA regulations and UCHC organizational policies related to security and privacy of protected health information.

**SCOPE:**

This policy applies to all UCHC workforce:

- Employees (including faculty and staff)
- Volunteers
- Students and residents
- Temporary staff
- Agency and contracted staff
- Credentialed staff
- Members of the Board of Directors

**POLICY:**

1. The UCHC workforce is trained on the HIPAA privacy and security regulations, including UCHC policies and procedure.
2. Training content is established by the UCHC Information Security Officer (ISO) and Privacy Officer. Human Resources is responsible for overseeing the process of assigning the training content and department managers shall assure their staff complete the training.
3. New employees who are required to complete the training will do so during standard orientation period.
4. When significant changes in policy and/or procedure occur, the affected workforce will be trained as soon as possible after the changes.
5. Training is documented in written or electronic form and retained for at least six years.
6. All staff will be provided periodic security and privacy updates.

**Reference:** §164.530 (b) Health Insurance Portability and Accountability Act of 1996  
§164.308 (a)(5)(i) Health Insurance Portability and Accountability Act of 1996

**Iris Mauriello (signed)**

**4/8/09**

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Corporate Compliance Integrity/Privacy Officer

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Date

**Jonathan Carroll (signed)**

**4/17/09**

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Assistant Vice President, Information Technology

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Date

**Brian Eaton (signed)**

**4/23/09**

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Associate Vice President for Human Resources

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Date

**Cato T. Laurencin (signed)**

**4/29/09**

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Vice President for Health Affairs

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Date

Revised: 03/20/09

Replaces: Policy 12/13/04; 01/28/05