

# PLUMAS COUNTY, CALIFORNIA



## HIPAA RELATED POLICY AND PROCEDURES

EFFECTIVE APRIL 14, 2003

### TRAINING THE WORKFORCE ON THE PRIVACY RULES

#### **Policy:**

Plumas County will provide training to its workforce with respect to protected health information.

#### **Purpose:**

The potential exists for an individual's health information to be disclosed incidentally during customary and essential communication and practices. It is essential that staff use precautions with communications yet be able to provide quick, effective and high quality health care.

#### **Responsibilities:**

Plumas County will provide the workforce with training that will include: policies and procedures with respect to protected health information and the expectations.

#### **Process:**

The training must:

1. Be provided to each member of the workforce in accordance with the flow of PHI in the department.
2. Newly hired members of the workforce must be provided training within a reasonable time, defined by this Agency as before access to records is authorized.
3. Be provided to each member of the workforce who is affected by any future material change in a Policy or Procedure.
4. Be documented. Employees are to sign a certificate following training and the triennial recertification requirement.

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Reference: 45 CFR 164.530(b)