

EMPLOYEE AND STUDENT TRAINING ON HIPAA REGULATIONS: PATIENT PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Responsible administrator: Associate Dean for Clinical Affairs and Outreach

Last updated/reviewed: 8/1/2019

POLICY:

- It is the policy of HSOP to ensure that all faculty, staff, and students are aware of HIPAA regulations and know how these regulations pertain to their professional role in all health care settings.
- It is the policy of HSOP to protect the privacy and confidentiality of all health information shared with us in our role as health care professionals.
- HSOP will develop and maintain policies and procedures in the HSOP HIPAA manual that provides guidance for how patient privacy and the security of health information will be maintained in all HSOP environments. HSOP will ensure that faculty and staff are aware of this manual and where this information is stored and how it can be accessed.
- HSOP will designate a HIPAA officer for the school, and the name and contact information of this person will be made available for faculty, staff, and students.

PROCEDURES:

HSOP faculty, staff, and student pharmacists will be required to complete HIPAA training annually.

For student pharmacists:

- Will annually complete an educational module that is provided by “The Pharmacists Letter”.
- Upon completion of the module, the student will print a certificate of completion and upload this documentation into myRecordTracker® for review by Clinical Affairs and Outreach’s Experiential Programs Office (EPO) staff.
- Students who do not upload this documentation by the designated deadline will receive an e-mail from an EPO staff member.
- These warnings will be sent at designated time intervals after the due date.
- If the student does not submit the required documentation after the second warning, the student will receive a “Professionalism on the Fly Assessment”.
- This might lead to further action by HSOP’s Committee on Academic Progression (CARP).

For HSOP faculty and staff and other students not part of the Pharm D curriculum:

- This training will be completed annually and delivered through HSOP faculty and staff training, development, and compliance monitoring CANVAS website.
- Upon completion of this designated training, the HSOP faculty or staff member will print a certificate of completion for the HIPAA training course.
- This certificate will be uploaded to the HIPAA training assignment through the CANVAS site.
- If the assignment is not completed by the designated deadline, then the CANVAS site will send

reminders to the employee concerning the training requirement.

- These reminders will be sent at designated time intervals.
- If the employee does not complete the required training after two reminders, the employee's supervisor will be notified and progressive discipline will occur.
- Progressive discipline might result in written reprimands and possible dismissal.
- Individual department heads and supervisors may require more than this training
- This training does not encompass requirements for research and CITI training cannot be used as a substitute for this requirement

HIPAA Manual:

- Links to the HSOP HIPAA manual will be provided on the HSOP Intranet and the HSOP faculty and staff training, development, and compliance monitoring CANVAS website.

HSOP Officer:

- The current HSOP HIPAA Officer is:

Dr. Greg Peden,
Executive Director of Clinical Health Services (CHS)
2155 Walker Building, Auburn University Pharmaceutical Care Center (AUPCC)
pedengc@auburn.edu | (334) 844-4099

This policy and procedure will be reviewed annually by the Clinical Services Advisory Committee (CSAC) and the HSOP Compliance Committee and updated to ensure HSOP's continued compliance with HIPAA training for all HSOP faculty, staff, and students.