TITLE
HIPAA Training

PURPOSE
In accordance with 45 CFR § 164.530(b), this procedure provides guidance to The University of Arizona (UA) Health Care Components (HCCs) regarding training of individuals working with information that falls under HIPAA.

REVIEW/REVISIONS
• 06/2015

REFERENCES AND RELATED FORMS
• Capitalized terms are defined in HIPAA Privacy Program Guidance (Definitions of Key Words) and 45 CFR Parts 160 and 164

PROCEDURES

1. Training Requirements: HIPAA Training is required for all employees, students, trainees, volunteers and other Workforce members who work or come into contact with information that falls under HIPAA.
   A. The required HIPAA training must occur within 30 days of initial employment, placement or enrollment of the individual. Retraining must occur at least once per year.
   B. Additional training may be required by the HIPAA Privacy Program.

2. Training Format: The HIPAA Privacy Program will conduct the required training using the most appropriate form and format, including, but not limited to, in-person and/or online training.
   A. Online training may be found in UAccessLearning and here: http://rgw.arizona.edu/compliance/hipaa-privacy-program/hipaa-training

3. Training Records: The following records will be maintained by the HIPAA Privacy Program and the HCC for six years:
   A. Attendance at all HIPAA training sessions and
   B. Copies of materials used for training.

PLEASE NOTE: Components and Workforce members of HCCs are also responsible for maintaining attendance, certificates and other documentation demonstrating participation in the training event.