

## HIPAA Training Checklist

Both new employees and existing employees are expected to undergo training about HIPAA and the company's policies and procedures. Existing employees are expected to undergo training each year, while new employees are expected to receive training within 30 days of hire. The following checklist is to be used to safeguard access to confidential information when employment ends.

| <b>HIPAA Training Checklist</b><br><i>Document of Record for a HIPAA Training</i> |   |
|---|---|
| <b>Employee</b>   | <b>Date of Training</b>   |
| <b>Title</b>  |   |
| <b>Status</b>   | <input type="checkbox"/> New Employee   or <input type="checkbox"/> Annual Training |

| General   |  |
|---|--|
| <input type="checkbox"/> HIPAA Privacy, Security, and Breach notification rules<br><input type="checkbox"/> Understand ePHI and Confidential Information, when to use, restrictions, etc.<br><input type="checkbox"/> Risk Management Procedures and documentation<br><input type="checkbox"/> Auditing: Expectations that all access and activities will be monitored.<br><input type="checkbox"/> Workstation: Use, restrictions, expectations.<br><input type="checkbox"/> Reporting suspicious behavior, vulnerabilities, and other problems.<br><input type="checkbox"/> Securing workstation, account, and other resources (passwords, etc)<br><input type="checkbox"/> Requirements and expectations of Supervisors (termination procedures, change in employees role, etc.)<br><input type="checkbox"/> Procedures to backup, dispose of, and move ePHI and Confidential Information. |  |
| Job Specific Training   |  |
| <input type="checkbox"/><br><br><input type="checkbox"/>  |  |

| Authorization                              |       |
|--|-------|
| Name Completed By                          | Date: |
| Title                                      |       |
| Privacy Officer signature and confirmation | Date: |