

Mandatory Workforce HIPAA Training

POLICY

In accordance with the HIPAA Privacy & Security Rule, all members of the ComforceHealth (CFH) workforce will participate in mandatory HIPAA training and education. All members of the CFH workforce will complete the training and assessment with a score of 100%. Billable workforce members are not permitted to be deployed until they have completed the required training.

Annual workforce training deployment is February 1st and concludes two weeks after initial notification. Hiring managers and administrators will ensure that their assigned workforce members have completed all required training successfully and in a timely manner.

Annual training deployment and management is under the direction of HIM Services/ Education Division and the oversight of the VP, HIM Services. New hire onboarding training deployment is under the direction of the hiring manager and/or the hiring administrator.

PROCEDURE

New Hire (billable consultant):

1. The onboarding manager/administrator will email the name and current email address of the new workforce member to American CyberSystems (ACS) Training & Development (T&D).
2. The manager of T&D will assign the ComforceHealth HIPAA Privacy & Security Training/Assessment learning module to the new workforce member and send out email notification to the member of pending HIPAA training.
3. New members receive notification to complete the online training within a 48-hour timeframe.
4. New workforce members will login and complete training; assessment completion notification is emailed to the member and the hiring manager/administrator.
5. The hiring manager/administrator will document the date of completion in the applicant tracking system.

New Hire (salaried employee):

1. The hiring manager will email the name of the new workforce member to American CyberSystems (ACS) Training & Development.
2. The manager of T&D will assign the ComforceHealth HIPAA Privacy & Security Training/Assessment learning module to the new workforce member and send out email notification of pending HIPAA training.
3. New members receive notification to complete the online training within a 48-hour timeframe.
4. New workforce members will login and complete training; assessment completion and score are emailed to the member and the hiring manager/administrator.

Annual Training:

1. Each February 1st, annual training notification will be sent out from Training & Development for mandatory training for each member of the workforce.
2. Workforce members will log in and complete the assessment the training; assessment must be completed within fourteen business days.