

HIPAA TRAINING GRID

Designate the level of training by topic for each discipline or staff member Level A - Administrative, Department Heads, Supervisors Level B - Direct Care Staff, Licensed Nurses, Department Staff	Administration	Director of Nursing	Assistant Director of Nursing	Licensed Nursing Personnel	Nursing Assistants	Medical Director	Physicians	Psychologist	Social Worker	Activities Director	Dietary	Physical and Occupational Therapists	Business Office Staff	Office Staff/Receptionist	Health Information Record Staff	Corporate Office Staff (Identify)	Residents/Families
HIPAA Topics/Pol/Proc																	
Privacy General																	
Protected Health Information (PHI) Overview																	
Patient Rights																	
Privacy Notice & Acknowledgment/Admission Process																	
Admission, Demographic Information																	
Admission - Directory Information																	
Definitions of Designated Record Set/Legal Record/Limited Record Set																	
Use and Disclosure																	
Uses and Disclosures under TPO (U & D for emergency use)																	
Minimum Necessary																	
Uses and Disclosures for which the individual has the opportunity to agree or object																	
Uses and Disclosures for which the individual has NO opportunity to agree or object																	
Uses and Disclosures/Release for which authorization IS required																	
Uses and Disclosures without authorization																	
Disclosure Log																	
Verification Requirements																	
Marketing																	
Research																	
Other Use and Disclosure																	
Access to and Copying/Release of Records																	
Amendments/Addenda to Records																	
Accounting of Disclosures																	
Receive Information by Alternative Means and/or in Alternative Locations																	
Restriction of Use and Disclosure																	
Security Requirements																	
Passwords																	
Access Security																	
Control of Health Information																	
Confidentiality/Security Manual/Automated Information																	

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Administrative Requirements																		
Privacy Official																		
Compliance Dates																		
Contact Dept./person																		
Complaint Process																		
Compliance																		
Mitigation																		
Sanctions for Privacy Violation																		
Retaliatory Acts																		
Administrative/Other																		
Business Associates Policy Definition																		
Business Associates Contract Template																		
HIPAA Required Transaction Code Set																		
Standards for Electronic Transaction																		
Glossary and Definitions																		