SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Policy 532 – Administrative Requirements – Training of the Workforce

I. PURPOSE

Southern Highlands Community Mental Health Center, in an effort to be compliant with the Privacy Rule of HIPAA's Administrative Simplification provisions, sets out, in this policy, the requirements for workforce training in our privacy practices.

II. POLICY

Southern Highlands Community Mental Health Center will train all employees in our privacy practices. All staff will receive privacy training as part of their orientation to the agency. Whenever there are material changes to our privacy practices, the Privacy Officer will determine the workforce groups affected by the changes and coordinate the training of those groups. All trainings presented will be documented as to content via training certificate and/or in service attendance sheets. Staff members who fail to complete or update trainings will be subject to disciplinary action.

III. PROCEDURE

HIPAA and Confidentiality training will be completed at orientation or within 30 days upon hire date.

General Requirements

A. All training curriculum developed on privacy practices or the Privacy Rule must be approved by the Privacy Officer.

B. Annual training will be on the HealthStream website for all staff to complete annually or as needed.

On-going Training

A. Any major changes to the organization's privacy practices or changes to the Privacy Rule that will result in material changes to policy and procedure will require the development and implementation of a training plan by the Privacy Officer or designee. This plan may focus on specific programs or can be agency-wide in scope depending on the changes required.

B.   The training methods can vary with the content and can include workshops, self-study module, on-line training, staff meetings, and so forth. The trainings should be completed within 30 days after the implementation date for the changes.