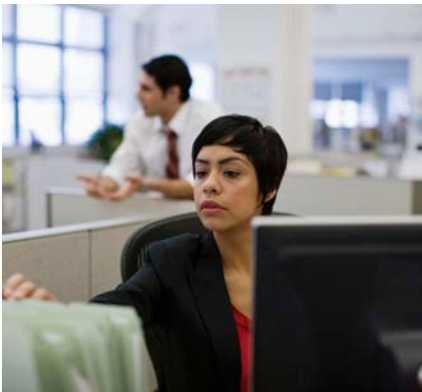


## HIPAA Compliance: Training Your Workforce



"I would like to express the HR department's thanks to Conduent HR Services for developing and conducting the HIPAA training session for our HR and benefits staff. The presentations were very informative and interesting — this can be challenging for such a dry topic. The feedback we received has been very positive. The materials will be extremely helpful for us going forward."

– University of Pittsburgh

Recent changes to the Health Insurance Portability and Accountability Act (HIPAA) mean that certain workforce members must be trained on the new HIPAA rules and regulations to ensure ongoing accountability for the privacy and security of protected health information (PHI). Failure to comply with these new requirements can result in cumbersome audits, significant penalties, and unwanted media attention.

HIPAA requires that covered entities train all employees, volunteers, trainees, and anyone else who represents the organization, in privacy and security policies and procedures. New employees who will work with PHI should be trained immediately upon hire and regular refresher training sessions should be conducted for existing employees. Training should be tailored to each job function as necessary.

The Department of Health and Human Services also states that organizations are required to create and utilize appropriate sanctions against workforce members who violate policies and procedures.

### **We can help.**

We've developed a training program on these complex compliance requirements that can be tailored to meet your needs. Our program formats range from a basic self-service version you can use to deliver training on your own, to a facilitator-led session available by webcast or in-person at your preferred location.

Our HIPAA training material includes the following:

#### **HIPAA Basics**

- Review PHI
- Identify when you can or cannot use the information
- Maintain necessary information
- Understand your role in protecting PHI
- Review types of common group health PHI and where it can be found

#### **HIPAA Privacy Rules**

- Privacy overview
- PHI access and access control
- Rules on using and disclosing PHI
- Minimum necessary
- Administrative physical and technical safeguards
- Sanctions



**Contact us.**

To find out more contact us at [1.866.355.6647](tel:18663556647) or [hrrservices@conduent.com](mailto:hrrservices@conduent.com).

Conduent HR Consulting is delivered through Buck Consultants at Conduent.

[www.conduent.com/hrconsulting](http://www.conduent.com/hrconsulting)

### HIPAA Security – Leading Practices

- Unique user ID or log-in name (user access controls)
- Password protection
- Workstation security
- Security for portable devices and laptops with electronic-PHI
- Data management and security
- Secure remote access
- Email security
- Safe internet use
- Instant messaging cautions
- Protection against malicious software

### Enforcement and Breaches

### HIPAA Quiz to Reinforce Key Concepts

Not sure where to begin? We can conduct a complimentary review of your current HIPAA training material to determine if it addresses all the key required elements to help your organization avoid breaches and penalties.

