Grow Your HIPAA & Security Training

Topic	🌼 or 🥀 (blooming or needs sun and water?)	My Growth Plan 🌳
Cadence: When it should occur ➔ Start of employment ➔ Annually ➔ Ad hoc, when warranted ➔ Additionally: ◆ Keep records of training ◆ Ensure everyone knows who your Privacy Officer is		
To begin, it should include: ➔ HIPAA overview and purpose ➔ Common language (PHI, designated record set, etc.) ➔ Covered Entity and Business Associate definitions		

GROWING TOGETHER UC 2026

What is PHI? ➔ Electronic, paper, and oral ➔ Minimum necessary rule ➔ Designated record set ➔ Consequences for non compliance (legal, financial, reputation)		
Privacy Rule ➔ HHS Overview page ➔ Responsibilities when handling PHI ➔ Patient rights: access, amendment, accounting of disclosures, and authorization requirements ➔ Permitted uses and disclosures of PHI		
Security Rule ➔ HHS Overview page ➔ Administrative, Physical, Technical ➔ Reporting suspicious activity ➔ Culture of it being OKAY to say I am unsure and/or I did something wrong		

Security Rule: Administrative ➔ Security management process ➔ Assigned security responsibility ➔ Workforce security ➔ Information access management ➔ Security awareness training ➔ Security incident procedures ➔ Contingency planning ➔ Evaluation ➔ BAAs		
Security Rule: Physical ➔ Facility access controls ➔ Workstation use ➔ Workstation security ➔ Devices and media controls ➔ Data backup and storage		
Security Rule: Technical ➔ Access controls (access to ePHI) ➔ Audit controls (monitor access) ➔ Integrity (not deleted or altered) ➔ Authentication (person/entity is valid) ➔ Transmission (data encryption)		

Breach Notification Rule ➔ HHS Breach Notification Rule Overview ➔ Breach definition ➔ Procedures to report a breach ➔ Understanding impacts of a breach		
Practical Examples ➔ Share a common and uncommon (egregious) HIPAA violation ◆ **no snooping**, only look at what you need to look at ◆ UCLA fired 13 people for accessing Britney Spears PHI without consent ➔ Share how to minimize risk		
Build a Positive Compliance Culture ➔ Speaking up is welcome ➔ We all want to succeed ➔ Protecting patient trust ➔ Preventing identity theft ➔ Avoid penalties		