

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Training-</i> HIPAA & PHI Training	SOG #200-002
	Approved: Chief Christopher J. Reynolds	Initiated: May 2020 Revised: N/A

Description: To ensure that all members of Lower Providence EMS including but not limited to: Employees, Volunteers, Students, Trainees, and Authorized Representatives (collectively referred to as members) who have access to patient information understand the organization’s concern, process, and strategy for the respect and protection of patient privacy. To further ensure that members are appropriately trained in the organization’s procedures for protecting Protected Health Information (PHI).

Purpose: To provide a comprehensive plan and strategy for ensuring the utmost discretion and protection of Protected Health Information.

Procedure:

1. All current members are required to undergo privacy training in accordance with HIPAA Privacy Rules.
 - a. All members shall undergo updated privacy training in accordance with HIPAA Privacy Rules within 90 Days after there is a material change to LPEMS’ s strategies and/or procedures on privacy practices.
2. All new members to the organization who have access to patient information shall undergo privacy training in accordance with HIPAA Rules within 60 days of association with LPEMS.
3. Privacy Training will be conducted by the LPEMS Privacy Officer or their designee.
 - a. Training will be conducted in any of the following manners: Classroom, Online, Videotape, or any combination thereof to ensure adequate understanding of the LPEMS Privacy Plan.
 - b. Topics of the training will include a complete review of the Organization’s plan and strategy on Privacy Practices and will include information concerning the HIPAA Privacy Rules, as well as information on the following topics:
 - i. Overview of federal and state laws concerning patient privacy including Privacy Regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
 - ii. Description of Protected Health Information (PHI)
 - iii. Patient rights under the HIPAA Privacy Rules
 - iv. Member responsibility under the Privacy Rules
 - v. Role of the Privacy Officer
 - vi. Process to report member and patient concerns regarding privacy issues
 - vii. Importance of and benefits of privacy compliance
 - viii. Consequences of failure to follow established privacy procedures.
 - ix. Usage of the LPEMS specific privacy forms
4. All members shall have unlimited access to a copy of LPEMS’ s plan regarding patient privacy.