**HIPAA Training for UNCHCS Workforce**

**APPLICABILITY:**

This policy applies to the following entities (collectively referred to as "UNC Health Care System" or "UNCHCS" in this policy):

- ✔ UNC Health Care System/UNC Medical Center*
- ✔ UNC Physicians Network
- ✔ UNC Physicians Network Group Practices
- ✔ Rex Healthcare / Rex Hospital
- ✔ Chatham Hospital
- ✔ Caldwell Memorial Hospital
- ✔ UNC Rockingham Health Care / UNC Rockingham Hospital
- ✔ Johnston Health
- ✔ Lenoir Memorial Hospital
- ✔ Margaret R. Pardee Memorial Hospital
- ✔ Nash Healthcare System / Nash Hospitals
- ✔ Wayne UNC Health Care

*UNC Medical Center includes all UNC Hospitals' facilities and the clinical patient care programs of the School of Medicine UNC-Chapel Hill (including UNC faculty physicians).

I. Description

UNCHCS shall ensure the training of all members of its workforce, including all staff (full and part-time), volunteers and interns (both paid and unpaid) on the UNCHCS Privacy Policies and associated privacy program requirements and processes ("HIPAA Training").

Included within the scope of this policy are the patient care programs of the UNC School of Medicine (UNC SOM). As a result, this policy shall apply to all UNC SOM personnel, including but not limited to faculty, staff, students, trainees, interns and volunteers who may be full-time, part-time, paid or unpaid who create, store, transmit, access or use any patient information in support of clinical purposes for UNCHCS or any other healthcare entity.

II. Policy

A. Applicability of Training Policy to Each UNCHCS Facility.
1. **UNCHCS.** UNCHCS workforce shall be trained on the UNCHCS Privacy policies according to the requirements set forth in this policy.

2. **UNCHCS Managed Members.** Each UNCHCS Managed Facility shall be responsible for training its workforce on the UNCHCS Privacy policies according to the requirements set forth in this policy.

UNCHCS Managed Facilities – **who have not adopted the UNCHCS HIPAA Policies (or have adopted them in part)** shall remain responsible for training its workforce on its own facility HIPAA policies to the extent that those policies materially differ than those of UNCHCS as set forth according to the conditions set forth in this policy. However, any UCHCS Managed Facility may rely on the UNCHCS on-line HIPAA Training offered to all UNCHCS workforce in satisfaction of HIPAA its own HIPAA training requirements – subject to further training deemed appropriate by the Managed Facility on its own local facility policies.

**B. Deadline for New Workforce Members for all UNCHCS Member Facilities to Complete HIPAA Training After Hire.**

1. Each individual newly joining the workforce of any UNCHCS Member Facility shall complete HIPAA Training within thirty (30) days after such individual joins the workforce.

2. Workforce members who fail to complete the HIPAA Training within thirty (30) days after their date of hire:
   a. may have access to hospital and other computer systems containing PHI suspended with access restored only upon completion of the HIPAA Training;
   b. shall be subject to discipline - See UNCHCS Sanctions of Violations of Privacy Policies for the appropriate measure of discipline.

**C. Contracted Entities.** Contracted entities who provide a service for or on behalf of a UNCHCS facility pursuant to a Business Associate Agreement in which such service requires that individuals affiliated with the third party become part of that UNCHCS Facility's workforce must ensure that such individuals complete UNCHCS HIPAA training prior to starting such services (or the applicable UNCHCS Member Facility's training as applicable).

Note: The following individuals shall not be considered UNCHCS workforce:

1. Certain temporary visitors (as opposed to observers & shadowers – who do complete UNCHCS approved training);
2. Visiting scholars or residents;
3. Governmental or other regulatory personnel such as investigators or auditors;
4. Contractors on-site who perform limited, supervised and temporary services (for which a Business Associate Agreement is sufficient).

[When applicable, the UNCHCS Supply Chain Office shall be responsible for incorporating contractual requirements requiring the completion of UNCHCS HIPAA training (and other related requirements) into any agreement with a third party in which the third party’s employees become workforce of UNCHCS or any UNCHCS Facility.]

**D. Material Change(s) in Policies Requiring Re-Training.** Each member of the workforce whose functions are affected by a material change in the UNCHCS HIPAA policies or procedures must complete updated training with respect to the change within a reasonable time after the material change becomes effective. The UNCHCS Privacy Office will provide direction to all UNCHCS Facilities and their respective Facility...
Privacy Coordinators and Officers (as applicable) as to the nature and content (including deadlines) of any training necessary to address any material change in the UNCHCS HIPAA policies.

E. **Continued Training for Workforce.** UNCHCS Facilities shall ensure that their respective workforce members receive periodic refresher HIPAA Training as directed by the UNCHCS Privacy Office.

F. **Responsibility for Completing Training.** Each individual workforce member is ultimately individually and personally responsible for completion of HIPAA Training in accordance with this policy.

G. **Training Documentation:** Each UNCHCS Facility shall retain documentation of training of all of its workforce members for a period not less than six (6) years from the date of the completion of the training.

### III. Definitions

**Workforce** - means employees, including temporary agency or contract employees, health care professionals, including faculty, medical students and interns, volunteers, trainees, and other persons whose conduct, in the performance of work for UNCHCS is under the direct control of UNCHCS, whether or not they are paid by UNCHCS.

### IV. References

45 C.F.R. §§ 164.308(a)(5), 164.530(b)

### V. Related Policies/Forms

UNCHCS [Business Associates Policy](http://unchealthcare.policystat.com/policy/5795302/)

UNCHCS [Employee Compliance Education Policy](http://unchealthcare.policystat.com/policy/5795302/)

UNCHCS [Sanctions of Violations of Privacy Policies](http://unchealthcare.policystat.com/policy/5795302/)