

Department of Family & Community Medicine

HIPAA Privacy and Security Training

Employee Name: _____

Consult with your supervisor to determine which HIPAA training module is required for your position. More than one module may be required. Visit the department website to access the training modules. Complete this form after training, obtain your supervisor's signature and return to the Department Personnel Office at Box 0900 or fax to 415-476-6051. **Training must be completed within 30 days of hire.**

Department website: <http://www.familymedicine.medschool.ucsf.edu/administration/index.aspx>

PRIVACY - Check all modules that apply and provide date of completion: _____

___ Basic: HIPAA Privacy 101

(To be completed by all employees who are not required to take advanced training.)

Advanced Training

___ Module 2: PHI

(To be completed by all employees who access protected health information and/or respond to requests for protected health information in their work. This requirement includes Business Associates with access to UCSF protected health information.)

___ Module 3: Provider

(To be completed by all faculty, staff and residents with direct patient care.)

___ Module 4: Research

(To be completed by all employees conducting human subject research or in direct contact with research subjects and/or their protected health information.)

___ Module 5: Institutional Advancement, Communications and Media Relations

(To be completed by all employees engaged in fundraising, marketing, communications, media relations, public affairs where there may be involvement of protected health information.)

SECURITY - Check all modules that apply and provide date of completion: _____

___ Security of Electronic Information – Basic

(All employees who use a computer in their UCSF work are required to complete Basic Security training.)

___ Security of Electronic Information – Advanced

(After completing the Basic Security training, all employees who routinely use email to conduct UCSF business that contains sensitive, confidential and/or protected health information and those who use mobile and/or home workstations to transmit sensitive, confidential and/or protected health information are required to complete the Advanced Security training. All faculty, staff and residents with direct patient care and faculty and staff involved in human subject research are required to complete the Advanced Security training.)

Employee Signature _____

Supervisor's Name (print) _____

Supervisor's Signature _____