

HIPAA Training Guidelines for DFCM WOS Faculty

Under the HIPAA regulations, all members of the covered entity's workforce must comply and be trained for both privacy and security. As UCSF is part of the UC covered entity, all Faculty, Staff, Students, Trainees and Volunteers are considered to be part of the UCSF workforce and therefore must receive HIPAA training.

Some level of training is required for all Volunteer Faculty (WOS) in the Department of Family & Community Medicine regardless of their work location (i.e., San Francisco, Fresno, Salinas, Santa Rosa); even for those faculty without access to UCSF or SFGH protected health or sensitive information.

Training requirements are as follows:

- 1) All Volunteer Faculty must read the UCSF HIPAA Handbook, sign the Confidentiality Statement at the back of the Handbook and return the form to the Department.
- 2) Volunteer Faculty with UCSF email accounts used to send and/or receive ANY protected health and/or sensitive/personal information must complete the Advanced Security Training Module and submit a Training Certification form.
- 3) Volunteer Faculty providing patient care or attending at UCSF or SFGH must complete both the Provider Module (for Privacy Training) and the Advanced Security Training Module and submit a Training Certification form.

WEBSITES:

UCSF HIPAA Handbook <http://www.ucsf.edu/hipaa/handbook/>

HIPAA Confidentiality Statement <http://ucsfhr.ucsf.edu/staffing/files/HIPAAConfidentialityStatement.doc>

Provider Module (Privacy Training) <http://www.ucsf.edu/hipaa/education2/modulethree.html>

Advanced Security Training Module http://www.ucsf.edu/hipaa/dept_compliance/training/

Training Certification Form <http://www.familymedicine.medschool.ucsf.edu/pdf/HIPAATrainingCertFrm.pdf>

Department Website http://www.familymedicine.medschool.ucsf.edu/administration/hipaa_security.aspx