



Scarborough Fire Department Scarborough, Maine



Standard Operating Guidelines

Book:	Organization
Chapter:	Personnel, Policies and Procedures
Subject:	1360 - Policy on Privacy Training
Revision Date:	8/4/2006
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To ensure that all members of Scarborough Fire Department employees including fulltime, part time and call company employees, volunteers, students and trainees (collectively referred to as “staff members”) who have access to patient information, understand the organization’s concern for the respect of patient privacy and are trained in the Department’s policies and procedures regarding Protected Health Information (PHI).

POLICY

- A. All current staff members will be required to undergo privacy training in accordance with the HIPAA Privacy Rule prior to the implementation date.
- B. All new staff members will be required to undergo privacy training in accordance with the HIPAA Privacy Rule within a reasonable time upon association with the organization, as scheduled by the Privacy Officer.
- C. All staff members will be required to undergo privacy training in accordance with the HIPAA Privacy Rule within a reasonable time, if there is a material change to the department’s policies and procedures on privacy practices.

PROCEDURE

- A. The Privacy Training will be conducted by the Privacy Officer or his or her designee.
- B. All attendees will receive copies of the Department’s policies and procedures regarding privacy.
- C. All attendees must attend the training in person; verify attendance and agreement to adhere to the Department’s policies and procedures on privacy practices.
- D. Training will be conducted in the following manner: videotape and/or classroom lecture, and handouts.

- E. Topics of the training will include a complete review of the department’s policy on privacy practices and will include other information concerning the HIPAA Privacy Rule, such as, but not limited to the following topic areas:
- a. Overview of the federal and state laws concerning patient privacy including the Privacy Regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
 - b. Description of protected health information (PHI)
 - c. Patient rights under the HIPAA Privacy Rule
 - d. Staff member responsibilities under the Privacy Rule
 - e. Role of the Privacy Officer and reporting employee and patient concerns regarding privacy issues
 - f. Importance of and benefits of privacy compliance
 - g. Consequences of failure to follow established privacy policies
 - h. Use of the department’s specific privacy forms

RESPONSIBILITIES

It is the responsibility of all Scarborough Fire Department employees to understand the rules and regulations of this policy and HIPAA.

DEFINITIONS

- A. PHI - Protected Health Information. May be either written or oral.
- B. Written PHI may include but is not limited to: run reports, services rendered sheets, EKG strips, hospital/nursing care notes, photographs, etc.
- C. Privacy Officer - The person responsible for overseeing all aspects of HIPAA, currently Deputy Chief Tony Attardo.
- D. Oral PHI may include conversations or radio traffic.
- E. HIPAA - Health Insurance Portability and Accountability Act.

REFERENCES

US Department Health and Human Services, HIPAA rules and regulations - Privacy Act.