

UNIVERSITY OF MAINE SYSTEM
HIPAA General Operating Policy

TRAINING

I. POLICY STATEMENT

It is the policy of the University of Maine System (“UMS”) to provide training for all of the members of the workforce within its health care component on its policies and procedures with respect to protected health information, as necessary and appropriate for them to carry out their duties within the University of Maine System.

II. POLICY PURPOSE

The purpose of this policy is to assure that members of the workforce within the health care component of the UMS are trained appropriately regarding the UMS policies and procedures with respect to protected health information as necessary and appropriate for them to perform their duties within the UMS.

III. POLICY STANDARDS

Each campus within the UMS shall provide training regarding the UMS policies and procedures with respect to protected health information to the members of the workforce within the health care component who perform work for that campus (as well as members of the workforce within the health care component who are located on that campus) no later than April 13, 2003, as necessary and appropriate for those members to perform their duties.

After April 13, 2003, each campus shall provide training regarding the policies and procedures with respect to protected health information to each new member of the workforce within the health care component who performs work for that campus (or is located on that campus), as necessary and appropriate for that member to perform his/her duties, within a reasonable period of time after that person joins the workforce. In addition, each campus shall provide training regarding the policies and procedures with respect to protected health information to each member of the workforce within the health care component who performs work for that campus (or is located on that campus) whose functions are affected by a material change in those policies or procedures, within a reasonable period of time after the change becomes effective.

All members of the workforce within the health care component must, as a condition of continued employment, complete the institutionally-sponsored training program regarding the policies and procedures with respect to protected health information. This training requirement applies to all employees, students, volunteers, trainees and others who are part of the workforce within the health care component. Each campus shall document that the required training has

been provided and shall maintain such documentation for six years after the member of the workforce has left the UMS.

The above represents a general statement of UMS operating policy. For further details on this statement, see 45 CFR 164.530.

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DOCUMENTATION

I. POLICY STATEMENT

It is the policy of the University of Maine System (“UMS”) to maintain policies, procedures and other documentation regarding the privacy of health information as required by HIPAA and its implementing privacy regulations.

II. POLICY PURPOSE

The purpose of this policy is to assure that the UMS maintains its policies, procedures and other documentation regarding the privacy of health information as required by HIPAA and its implementing privacy regulations.

III. POLICY STANDARDS

All policies and procedures required by HIPAA and its implementing privacy regulations shall be maintained in written and/or electronic form. If the regulations require that a communication be in writing, the UMS shall maintain such writing, or an electronic copy, as documentation. If the regulations require that an action, activity or designation be documented, the UMS shall maintain a written or electronic record of such action, activity or designation.

The UMS shall maintain all of the documentation required above for a period of six years from the date it was created or the date when it last went into effect, whichever is later.

The above represents a general statement of UMS operating policy. For further details on this statement, see 45 CFR 164.530.