



## ADMINISTRATIVE PRACTICES MANUAL

### Workforce Members Training Policy

#### PURPOSE

To ensure workforce members are trained on all required HIPAA requirements, policies and procedures.

#### PROCEDURE

1. New hire training: Workforce members will be trained on HIPAA's privacy and security requirements and HIPAA policies and procedures as a part of the on-boarding process.
2. Annual Training: Workforce members identified as staff who handle confidential or PHI will receive annual training on the topics of privacy, security and confidentiality.
3. Updates, reminders, and additional training: Workforce members will receive updates, reminders, and/or training when there are material and relevant changes to HIPAA or any privacy and security policies or procedures or if reminders are needed about current policies.
4. Workforce members will be evaluated on their understanding of the new hire and annual training.
5. After receiving new hire or annual HIPAA training, Workforce members will review and sign the **Acknowledgement of Training and Agreement of Compliance Form**.
  - a. **Acknowledgement of Training and Agreement of Compliance Form** for new hires and transfers will be maintained in NeoGov as part of the onboarding process.
  - b. **Acknowledgement of Training and Agreement of Compliance Form** for annual trainings will be maintained by the workforce member's manager or supervisor.

#### DOCUMENTATION

Dane County will maintain the documentation associated with this policy for a minimum of seven years.

#### ROLES & RESPONSIBILITIES

The HIPAA Privacy & Security Officer is responsible for the implementation, maintenance, and adherence to this policy.

#### RELATED DOCUMENTS

Definitions

Acknowledgement of Training and Agreement of Compliance Form

#### DOCUMENT VERSION HISTORY

Original: 07/2023