



## Benefit Training on PHI Procedure (BEN-P017)

### 1.0 SCOPE:

- 1.1 This procedure describes the process in which Risk Management provides training to staff, the Insurance Committee, and the Legal Department on PHI at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 2.0 RESPONSIBILITY:

- 2.1 Risk Manager / Privacy Officer

### 3.0 APPROVAL AUTHORITY:

- 3.1 Risk Manager *(Approval signature on file)*
- |  |           |      |
|--|-----------|------|
|  | Signature | Date |
|--|-----------|------|

### 4.0 DEFINITIONS:

- 4.1 RM – Risk Management
- 4.2 PHI – Protected Health Information
- 4.3 HIPAA – Health Insurance Portability and Accountability Act
- 4.4 PO – Privacy Officer (Risk Manager: The individual responsible for developing, implementing, and maintaining the HIPAA privacy policies and procedures on the use and disclosure of PHI)
- 4.5 WCSD – Washoe County School District

### 5.0 PROCEDURE:

#### Risk Management Staff Training

- 5.1 New RM Staff will be scheduled to take HIPAA Training and procedures specific to WCSD Training and testing by the Privacy Officer.
  - 5.1.1 If an employee does not pass the training test from the PO on PHI procedures, the employee will be required to sit through training of PHI procedures and testing again.
  - 5.1.2 For all training conducted by the PO, employees will sign in on the PHI Training Sign-In Sheet (BEN-F019).
- 5.2 Once the employee has been trained and has passed the test, the employee will receive a Certificate of Completion and must sign a PHI Confidentiality Statement.
  - 5.2.1 The PHI Confidentiality Statement is filed with the PO in the RM Office.

#### Insurance Committee Training

- 5.3 New Insurance Committee members will be scheduled to take HIPAA Training and procedures specific to WCSD Training and testing by the Privacy Officer.

---

## **WASHOE COUNTY SCHOOL DISTRICT**

### **Benefit Training on PHI Procedure (BEN-P017)**

---

5.3.1 If the committee member does not pass the test from the PO on PHI procedures, the employee will be required to sit through training of PHI procedures and testing again.

5.3.2 For all training conducted by the PO, employees will receive a Certificate of Completion and sign in on the PHI Training Sign-In Sheet BEN-F019.

#### **Legal Staff Training**

5.4 New Legal Staff will be scheduled to take HIPAA Training and procedure specific to WCS D Training and testing by the PO.

5.4.1 If the legal staff member does not pass the test from the PO on PHI procedures, the employee will be required to sit through training of PHI procedures and testing again.

5.4.2 For all training conducted by the PO, employees will receive a Certificate of Completion and sign in on the PHI Training Sign-In Sheet BEN-F019.

#### **6.0 ASSOCIATED DOCUMENTS:**

6.1 HIPAA Test Results

6.2 PHI Training Test

6.3 PHI Training Sign In Sheets (BEN-F019)

6.4 Certificate of Completion

#### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
HIPAA Test Results, PHI Training Test	RM Files	99 years	Discard as desired	Standard file cabinet in secured office
PHI Training Sign-In Sheets	RM Files	99 years	Discard as desired	Standard file cabinet in secured office

#### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/2/03	A	Initial Release
5/15/07	B	Redefined "RM" in 1.1; redefined 4.4; corrected spelling errors in 2.1; identified form number in 5.1.2.

\* \* \* E n d o f p r o c e d u r e \* \* \*