



POLICY TITLE: HIPAA TRAINING		
POLICY LETTER:	ORIG. DATE: DEC. 15, 2009	
EFFECTIVE DATE: DEC 1, 2009	REVISION DATE: DEC 2, 2013	REVISION No: 2
H.R. COMMITTEE APPROVAL: DEC 2013	SCOPE OF COVERAGE: HUMAN RESOURCES DEPT	

I. TRAINING PURPOSE

The U.S. Department of Health and Human Services (“HHS”) issued the Privacy Rule to implement the requirement of Health Insurance Portability and Accountability Act (HIPAA). The purpose of this policy is to set forth the police and procedure Network Medical Management Inc. (“NMM”) follows in educating and training NMM employees related to HIPAA and to be in compliance with the HHS and Health Plans’ requirement.

II. POLICY

All NMM employees shall be trained on overall HIPAA compliance with standards address the use and disclosure of “protected health information” by subject to the Privacy Rule called “cover entities.”

III. PROCEDURE

The following procedures will be conducted by NMM Human Resources Dept.

a) Initial Training –

At the time of being hired, all new employees shall be trained on HIPAA. Said training presented on Power Point shall be emailed to the new employees and shall be completed as soon as possible and no later than 90 days.

b) Annual Refresher Training –

All current NMM employees shall be retrained on an annual basis to ensure continued compliance with all applicable laws and updates.

IV. Documentation

A training acknowledgment form should be signed by the employees after completing the training. The compliance elements shall then be maintained in each individual personnel file for at least 10 years or longer.