



Series: HR- Practices COA: HR 5.02, ETH 2, 4, 5, TS 2.01
CFOP: 60-17

Procedure Name: Health Insurance Portability & Accountability Act Awareness

Procedure Number: HR-2417

Revision #/Date: (2)09/08

Effective Date: 9/04

Applicable to: All CBCB Staff, and Partner Agency staff and Volunteers in direct service, interns and Independent Contractors (if applicable)

SUBJECT: Health Insurance Portability & Accountability Act Awareness

PURPOSE: It is the objective of CBC of Brevard to protect the rights and privacy of children and families in the gathering and disseminating of information and in all other activities. The Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires that the Agency trains all employees, volunteers and independent contractors (if applicable) in HIPAA regulations and the requirements on safeguarding what is considered confidential information and “Protected Health Information.” Chapter 39 of the Florida Statute, Proceedings Related to Children also governs this procedure in addition to Public Law 104-191.

Additionally CBC of Brevard similarly protects and safeguards the “Protected Health Information” of its employees and complies with the Health Insurance Portability and Accountability Act of 1996.

PROCEDURE:

References

Florida Statutes: Chapter 39
Florida Public Law 104-191
Federal Health Insurance Portability and Accountability Act of 1986

Overview

It is the policy of CBC of Brevard to protect the rights and privacy of children and families in gathering and disseminating information and in all promotional activities.

Training

1. All new hires, and those volunteers and Independent Contractors who may have access to client information, and interns will take a HIPAA Awareness training program on-line within the first 10 days of employment or other work related relationship with the Agency. This

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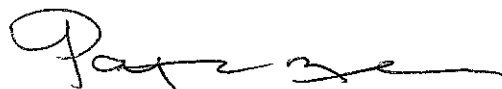
training is hosted by the Department of Children & Families online education and training system. It is available on line at http://ewww.dcf.state.fl.us/aspectraining_HIPAA2008.shtml. It is the supervisor's responsibility to ensure that this training is taken within the prescribed timeframe.

2. The last page of the course will permit the individual to print a HIPAA Awareness Certificate of completion. This certificate will be signed and dated and forwarded to CBC of Brevard's human resources function where the certificate of completion will be filed and maintained in the employee's personnel file. The staff member, Independent Contractor, intern or volunteer in direct service will inform the Training Manager that this has been completed.
3. The employee will generate a CBC of Brevard Certificate for the completion of this training with the permitted training hours as prescribed by the Department of Children & Families. The supervisor will ensure that the training certificate is included as documentation for the initial quarterly training log that is submitted to the human resources function to be retained in the employee's personnel file.
4. This training provides an overview of the Health Insurance Portability & Accountability Act, information that is covered by the act and how to protect the information of clients in accordance with the requirements of the Act.
5. This training will occur on a basis and frequency determined by the Department of Children & Families.

Contracted Agencies:

1. All contracted agencies are responsible for ensuring that all of their employees and other appropriate Volunteers, Independent Contractors (if applicable) complete the training in accordance with the guidelines stated above and that the Certificates of Completion are maintained in the employee personnel file.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 3/5/09