



Policies and Procedures

Policy Title: Training Policy			
Department Responsible: THN Compliance and Integrity	Policy Number: THN-CP-107-0919- Training Policy	Effective Date: September 30, 2019	Next Review/Revision Date: September 30, 2020
Title of Person Responsible: THN Compliance Officer	Approval Council: Board of Managers		Date Adopted by THN Compliance & Integrity:

PURPOSE:

To provide instruction to all Triad HealthCare Network workforce members regarding the requirement for HIPAA and HITECH training.

DEFINITIONS:

Protected Health Information (PHI)	Patient identifiable information relating to past, present or future physical or mental health or condition of a patient, provision of health care to a patient, or the past, present or future payment for health care provided to a patient.
Workforce Members	Workforce members, trainees, and other persons whose conduct, in the performance of work for the department, its offices, programs or facilities, is under the direct control of the department, office, program or facility, regardless of whether or not they are paid by Triad HealthCare Network.

POLICY:

It is the policy of Triad HealthCare Network that all workforce members of Triad HealthCare Network and its current and future subsidiaries be trained on Privacy and Security mandates under HIPAA and HITECH, and the company policies and procedures created to protect patient identifiable health information.

PROCEDURE:

A. Duty-Specific Training:



Training on the HIPAA and HITECH compliance mandates shall be appropriate to the tasks that each workforce member performs. In the case where a member of the workforce does not come into contact with PHI as a normal course of the workforce member’s duties, the workforce member shall be trained on the company policies and procedures.

B. New Workforce Members:

New members of the workforce shall be trained on the company policies and procedures as part of their normal employment process and shall be trained on the departmental policies and procedures, if applicable, within thirty (30) days of being assigned to a Triad HealthCare Network position.

C. Material Change in Policies and Procedures:

When a material change to the policies and procedures occurs, each member of the company’s workforce shall receive training on such changes within thirty (30) days of the implementation of the change.

D. Workforce Member Acknowledgment:

On completion of training, each workforce member shall sign a statement acknowledging the workforce member has received training and stating that the workforce member understands the policies and procedures that apply to the workforce member’s position with regard to protecting PHI.

REFERENCE DOCUMENTS:

PREVIOUS REVISION/REVIEW DATES:

<i>Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Notes</i>