

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title: HIPAA and Security Act
Policy: 509.00
Purpose: To ensure that patient information is handled accordingly.

Policy:

All new OCEMS employees will be required to undergo privacy training in accordance with the HIPAA Privacy Rule and security during their orientation.

All OCEMS employees will be required to undergo privacy training in accordance with the HIPAA Privacy Rule and Security within a reasonable time after there is a material change in Okaloosa County EMS Standard Operating Procedures.

The Privacy Training will be conducted by the On-duty STO or designee.

All attendees will receive copies of Okaloosa County Standard Operating Procedures regarding privacy and security.

All attendees must view a video that discusses HIPAA and take a written test.

The video will include information concerning the HIPAA Privacy Rule, such as, but not limited to the following topic areas:

- Overview of the Federal and State Laws concerning patient privacy including the Privacy Regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Description of Protected Health Information (PHI).
- Patient rights under the HIPAA Privacy Rule and Security Act.
- Staff member responsibilities under the Privacy Rule.
- Role of the Privacy Officer and reporting team members and patients concerns regarding privacy issues.
- Importance of and benefits of privacy and security compliance.
- Consequences of failure to follow established privacy policies.

Accountability and Compliance:

1. All new hires will view a video that covers HIPAA and the Security Act.
2. New hires must achieve a score of 80% or higher on the HIPAA test.
3. New hires that score below 80% will need to re-view the video and take a second test to ensure adequate understanding of material.

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