

Foundational HIPAA Privacy and Security Training and the Annual Security Attestation and HIPAA Refresher

Foundational HIPAA Privacy and Security Training and Annual Security Attestation and HIPAA Refresher are two separate course requirements.

Foundational HIPAA Privacy and Security Training

- Foundational HIPAA Privacy and Security Training is monitored by the HIPAA Privacy Office and is currently a **onetime** requirement. Quarterly reports are distributed from the HIPAA Privacy office showing those in the Covered Department areas that are not compliant for the Foundational HIPAA Privacy and Security Training requirement.
- If someone is no longer associated with your department then the HR status needs to be changed - the HR generalist is the person who can assist with this.
- A listing of the various Foundational HIPAA Privacy and Security Training courses and who should be taking which course are located at: <http://hipaa.yale.edu/training/training-modules>
- Those who meet the criteria of all boxes checked on the signature page of the training booklets (listed under Non-Activated NetId Users on the Training tab at: <http://hipaa.yale.edu/>) and who submit the signed form – will not be included in the Annual Security Attestation and HIPAA Refresher report because these folks do not have access to Yale ePHI or Yale devices.
- Note that [Voluntary Faculty and Associates HIPAA Privacy and Security Training Exemption Form](#) can be completed by the Lead Administrator in the department and does not need to be completed by the staff member as long as all bullets are applicable. These folks will also not be included on the Annual Security Attestation and HIPAA Refresher report. This form cannot be used if the department member has access to the Yale network or a yale.edu email address as this person needs to complete the onetime Foundational HIPAA Privacy and Security Training as well as the Annual Security Attestation and HIPAA Refresher requirements.
- If they cannot meet the requirements listed on the signature page of one of the booklets or the Voluntary Faculty and Associates HIPAA Privacy and Security Exemption Form, then they need to take the online Foundational HIPAA Privacy and Security Training online course at: [Foundational HIPAA Privacy and Security Training](#)
- YNHH staff who are listed in a YSM HIPAA covered department need to also complete our Foundational HIPAA Privacy and Security Training. For further explanation on this see: <http://hipaa.yale.edu/training/training-faq>

Annual Security Attestation and HIPAA Refresher

- The Annual Security Attestation and HIPAA Refresher requirement is monitored by Information Security Policy Compliance (ISPC) and is an **annual** requirement. ISPC is currently sending out monthly reports. The course for this requirement is located at: https://bmsweb.med.yale.edu/tms/tms_enrollments.offerings?p_crs_id=2448&p_std_id=
- The Annual Security Attestation and HIPAA Refresher report is based in part on the Foundational HIPAA Privacy and Security Training reports. So, if the Foundational HIPAA Privacy and Security Training reports

are up to date, then this should be reflected in the Annual Security Attestation and HIPAA Refresher reports being current.

- The Training and Management System sends out annual reminder emails notifying department members that it is time to complete the Annual Security Attestation and HIPAA Refresher requirement. Many folks confuse this with the one time Foundational HIPAA Privacy and Security Training requirement and feel that they were sent the email in error when in fact it is for the Annual Security Attestation and HIPAA Refresher requirement.