

# Yamhill Fire Protection District

District Policies, Procedures, & SOG's

## MISSION

*Yamhill Fire Protection District is dedicated to  
serve and protect our community*

# District Procedure

**OPERATIONS**

**OPS-EMS – 508.3**

**Patient Health Information Training**

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**Issued: September 8, 2015**

## PURPOSE:

To ensure that all staff members of Yamhill Fire Protection District including all employees, members, volunteers, students and trainees (collectively referred to as “staff members”) who have access to patient information understand the organization’s concern for the respect of patient privacy and are trained in Yamhill Fire Protection District’s policies, procedures and SOG’s regarding PHI.

## OBJECTIVE:

1. All current staff will be required to undergo privacy training in accordance with the HIPAA Privacy Rule.
2. All new staff members will be required to undergo privacy training in accordance with the HIPAA Privacy Rule within a reasonable time upon association with the organization, as scheduled by the Privacy Officer.
3. All staff members will be required to undergo privacy training in accordance with the HIPAA Privacy Rule within a reasonable time after there is a material change to Yamhill Fire Protection District’s policies, procedures, and SOG’s on privacy practices.

## PROCEDURE:

1. The Privacy Officer or his or her designee will conduct the Privacy Training.
2. All attendees will receive copies of Yamhill Fire Protection District’s policies, procedures, and SOG’s regarding privacy.
3. All attendees must attend the training in person and verify attendance and agreement to adhere to Yamhill Fire Protection District’s policies, procedures, and SOG’s on privacy practices.
4. Training will be conducted in the following manner:
  - a. Classroom presentation by projector and computer with written test.

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- b. Videotape with written test
  - The District will schedule classroom days with make-up training done by video and test.
  - All new personnel will receive training during orientation
5. Topics of the training will include a complete review of Yamhill Fire Protection District's Policy on Privacy Practices and will include other information concerning the HIPAA Privacy Rule, such as, but not limited to, the following topic areas:
  - a. 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)
  - b. Description of protected health information (PHI)
  - c. Patient rights under the HIPAA Privacy Rule
  - d. Staff member responsibilities under the Privacy Rule
  - e. Role of the Privacy Officer and reporting employee and patient concerns regarding privacy issues
  - f. Importance of and benefits of privacy compliance
  - g. Consequences of failure to follow established privacy policies
  - h. Use of Yamhill Fire Protection District's specific privacy forms.