PURPOSE
The purpose of this policy is to comply with the Privacy Rule of the HIPAA law. The Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 became effective on April 14, 2003. The Rule protects the privacy of patients and provides them with new rights regarding the use and disclosure of protected health information. The Privacy Rule requires covered entities such as the University of Chicago Hospitals and Biological Sciences Division to train all members of its workforce on all policies and procedures that address protected health information, as necessary for the individual member of the workforce to carry out his or her own job.

POLICY
All temporary workforce members of the University of Chicago Hospitals and the Biological Sciences Division of The University of Chicago who will be employed for a continuous period of time (4 weeks or less) must complete mandatory HIPAA/Privacy Rule training. The obligation to complete training may be fulfilled by:

1. Reading the HIPAA Privacy document (2 page) provided by the Office of Medical Center Compliance and signing the attestation, or
2. Obtaining a user ID and completing the computer-based training program offered through the Office of Medical Center Compliance.

Temporary workforce members are required to complete the training within 14 days of the start date of their employment. The Office of Medical Center Compliance should be notified by Select Staffing, other temporary agency, or the department manager to obtain a copy of the article or in specific instances a user ID for completion of the training within 14 days of the start date. Workforce members who do not comply with the policy for HIPAA training may be subject to termination from employment at the University of Chicago Hospitals or the Biological Sciences Division of The University of Chicago until the requirement is met.

Attestations of completion of the Privacy Rule training will be maintained by the Office of Medical Center Compliance.