UNIVERSITY OF MIAMI PRIVACY OFFICE

HIPAA Training Certification Form

1. PRINT this form.
2. REVIEW the materials available at http://privacy.med.miami.edu/hips/ that are appropriate to your work duties. *See instructions on page 2.*
3. CHECK the boxes (in the ▼ column) to indicate the material you reviewed, and indicate the DATE for each.
4. SIGN the form. In addition to your name and signature, be sure to indicate your home department, employee/student ID or SSNo, and your supervisor's name.
5. SEND the completed form to the Privacy Office: P.O. Box 019132 (M-879), Miami FL 33101. ***Faxes are not acceptable.***

▼	DATE	COURSE TITLE
PRIVACY SERIES		
		Federal and State Health Privacy Requirements [old #101]
		Privacy Issues for Clinicians [old #200]
		Privacy Issues for Fundraisers [old #203]
		Privacy Issues for Marketers [old #202]
		Privacy Issues for Researchers [old #201]
		Privacy Issues for Students and Instructors [old #204]
SECURITY SERIES		
		Basics of Being Secure, parts 1 and 2 [old #100]
		Picking and Protecting Passwords
		Protecting Your Computer
		Protecting Your Portables
		Protecting Your Identity
		Safer Emailing and IMing, parts 1 and 2
		Safer Web Surfing
		Security Issues for Work/Workers Off-Site
		Telephone Etiquette and Safety

By my signature, I certify that I have reviewed the information checked above.

Name [print]: _____ UMID / SSNo: _____

Signature: _____ School / Dept: _____

Supervisor [print]: _____

Signature _____

HIPAA Training Certification Form – instructions

Which modules should you take?

- Workforce members who have regular access to computer systems and networks are required to take the "Basics of Being Secure" introductory course, parts 1 and 2.

- Most workforce members with regular access to patients' health information as a part of their work duties should take the "Basics" course and "Federal and State Privacy Law."

- Clinical care providers should take the "Basics" course, "Federal and State Privacy Law" and "Privacy Issues for Clinicians." If engaged in research, marketing or fundraising, clinicians should also read the "privacy issues" materials for those.

- Persons engaged in human subjects research should take "Basics," "Federal and State Privacy Law," and "Privacy Issues for Researchers." NOTE: The HIPAA module in the CITI-IRB investigator training course can be substituted for the last of these.

- Persons engaged in marketing should take "Basics," "Federal and State Privacy Law," and "Privacy Issues for Marketers." The rules for marketing and fundraising are closely related, so "Privacy Issues for Fundraisers" is also recommended.

- Persons engaged in fundraising should take "Basics," "Federal and State Privacy Law," and "Privacy Issues for Fundraisers." The rules for fundraising and marketing are closely related, so "Privacy Issues for Marketing" is also recommended.

- All students should take "Basics," "Federal and State Privacy Law," and "Privacy Issues for Students." Students should also take any module(s) relevant to their training activities. (For example, students in clinical programs should do "Issues for Clinicians.")

- Off-site workers should take "Security Issues for Off-site Workers" and any additional security courses recommended by their supervisors.

- The remaining courses, in the Security Series, are all optional at present.

IF YOU HAVE QUESTIONS ABOUT WHAT IS APPROPRIATE FOR YOU, DISCUSS THE MATTER WITH YOUR SUPERVISOR OR YOUR AREA PRIVACY DEPUTY. IF QUESTIONS REMAIN, CONTACT THE PRIVACY OFFICE.

BY YOUR SIGNATURE, YOU ARE CERTIFYING THAT YOU HAVE REVIEWED THE ON-LINE MATERIAL CHECKED ON THE FORM.

web: www.med.miami.edu/hipaa
email: hipaaprivacy@med.miami.edu
tel: 305-243-5000 (toll-free, outside Miami-Dade: 866-366-HUSH); fax: 305-243-7487
postal address: Office of HIPAA Privacy & Security, P.O. Box 019132 (M-879), Miami, FL 33101
office location: UM Professional Arts Center, Suite 409, Medical Campus

(rev 07-May-2007)