

# HIPAA and Yolo County Privacy and Security Policy Training Primary Level

The policy of Yolo County is to provide overview training to employees in departments impacted, but not directly covered by the requirements of HIPAA rules and regulations.

## Goal of this overview training:

- Provide overview of the County Privacy and Security Policy;
  - Describe and define Public Health Information (PHI)
  - Describe civil and criminal penalties for the misuse of PHI;
  - Describe client rights;
  - Describe employee responsibilities to safeguard information and report violations.
- 

## Privacy and Security Policy

This policy is written for the purpose of defining what health or health related information is considered private and what constitutes privacy and security within the County, outlining our clients rights regarding privacy, giving a detailed process for reporting violations, identifying the HIPAA Privacy and Security Officer, and providing guidelines for employee training in privacy and security.

## What is privacy and health information?

Privacy includes maintaining the confidentiality of health information that would specifically identify an individual or through the information a reasonable person could deduce whom the information is about, when that information is included with other information that would indicate the past, present or future physical or mental health or condition of the individual; the provision of health care to the individual; or the past, present, or future payment for the provision of health care to the individual.

## Client rights

County clients have the following rights:

- a) The right to request restrictions on certain uses and disclosures of protected health information;
- b) The right to inspect and copy protected health information
- c) The right to know why certain disclosures of protected health information were made;
- d) The right to obtain a paper copy of the notice of privacy practices from the covered entity;
- e) The right to file a complaint; and
- f) The right to be free from retaliation for filing a complaint.

## Your Responsibilities

- a) Keep health information specific to an individual confidential and don't gossip
- b) Report improper disclosures in this order (as necessary) first to your supervisor, then department security liaison, then Privacy & Security Officer, then Privacy & Security Appeals Officer, then lastly (only in rare instances) to the US Dept of Health and Human Services.

The concludes this training, be sure to sign and return the attached training receipt to Human Resources, #60.

**HIPAA and Yolo County Privacy and Security Policy Training  
Primary Level Training Receipt**

I acknowledge that I have received overview training on the Yolo county Privacy and security Policy and was told of its existence in the Administrative Policy Manual, available on the County's Intranet system. I was trained on this policy by a person familiar with its requirements.

**Printed Name (please by clear)** \_\_\_\_\_

**Department** \_\_\_\_\_

**Person who conducted training** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Date Received in HR**

**Send to Human Resources #60, attention Privacy & Security Officer**