

PURPOSE

The Michigan Department of Health and Human Services (MDHHS) is responsible to provide the department's privacy policy and procedure training, regarding the proper use and disclosure of protected health information (PHI), to all members of its workforce. This procedure describes the process for initial training.

PROCEDURE***Bureau of Legal Affairs' Staff***

1. Provides training materials to the Bureau of Human Resources.
2. Collaborates with and assists the Bureau of Human Resources with training when large numbers of staff join MDHHS workforce at one time, for example, when components of other departments are transferred to MDHHS through an executive order.
3. Involves the department's training unit as appropriate.

Bureau of Human Resources and State Facility Human Resources

1. Provides HIPAA Privacy training to each new MDHHS workforce member within 14 working days after the start date.
2. Documents successful completion of training.
3. Maintains documentation of training in employee's personnel file for six years.
4. Provides names of new employees, volunteers, and other covered workers who have completed training to privacy office.

REFERENCE

45 CFR §164.530(b).

CONTACT

For additional information concerning this procedure, contact the MDHHS Bureau of Legal Affairs.