



Carroll County Department of Fire and EMS

EMS Policies and Procedures

Standard Operating Procedure: 3.38	Effective Date: June 8, 2023
Subject: HIPAA Training	Section: Emergency Medical Services
Authorized: Michael Stoner, Assistant Chief	Revision Date: N/A

I. PURPOSE

This General Order will ensure that all personnel within the Carroll County Department of Fire and EMS (DFEMS) who will have direct or indirect access to patients' Protected Health Information (PHI) that is created, held or maintained by DFEMS, understand the concern for respecting the privacy of all our patients. With this understanding, applicable personnel will be trained to comply with all federal, state, and local laws and standards that pertain to PHI.

II. DEFINITIONS

Protected Health Information (PHI) – Individually Identifiable Health Information held or maintained by a Covered Entity or its Business Associates acting for the Covered Entity that is transmitted or maintained in any form or medium. This includes identifiable demographic or other information collected on an individual from a Health Care Provider relating to the past, present, or future physical or mental health or condition of the individual, or the provision or payment for Health Care to an individual that is created or received by a Health Care Provider.

HIPAA Privacy Rule – The regulations entitled: “The Standards of the Privacy of Individually Identifiable Health Information” as promulgated by the United States Department of Health and Human Services, located in the Health Insurance Portability and Accountability Act (HIPAA), 45 CFR §§160, 164.

III. PROCEDURES

A. Applicable personnel will be trained on DFEMS HIPAA policies and procedures with respect to PHI. This training will be necessary to carry out their functions within or for DFEMS. Initial training on HIPAA policies and procedures will be provided within a reasonable time upon either joining or contracting with the DFEMS.

B. Training will include, but not be limited to, the following:

1. A summary of the information contained in the DFEMS HIPAA policies and procedures.
2. An overview of the applicable requirements of the HIPAA Privacy Rule.
3. An explanation of PHI and “minimum necessary standards,” and how they apply to members of the workforce.
4. An overview of permitted and required uses and disclosures.
5. A summary of the process for reporting and handling unauthorized disclosures.
6. A description of the patient’s right to privacy and other patient rights under the HIPAA Privacy Rule.

C. Training may be conducted through one of the following methods:

1. Learning Management System video
2. Power Point presentation, or
3. HIPAA Compliance Officer or his/her designee.

D. All personnel will sign the “Confidentiality/Acknowledge Form” after completion of training.

E. Recurrent training will be provided to all personnel whenever HIPAA privacy policies undergo a material change.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding HIPAA Training or similar content previously issued for personnel of the Carroll County Department of Fire and EMS.