

## Security Training Best Practices

- Provide training to ALL workforce members
- Give training on an annual basis
- Document training
- Make training an enduring program that becomes part of your organization's culture
- Ensure that training is ongoing



## CUSTOM HIPAA SECURITY TRAINING COURSE

### HIPAA Security Rule

The HIPAA Security Rule applies only to electronic patient health information (EPHI). The rule addresses the technical and nontechnical safeguards that must be in place to secure the electronic records of individuals. HIPAA Security is about protecting health information particularly as the health care industry is moving away from paper processes and using electronic systems to pay claims, answer eligibility questions, provide health information, conduct administrative and clinically based functions, use electronic health records, and exchange patient health information.

### Standard § 164.308(a)(5)

Security training for all new and existing members of an organization's workforce is **REQUIRED**. In addition, periodic retraining must be provided when environmental or operational changes affect the security of EPHI

Specifically, the Security Awareness and Training standard states that covered entities must:

*"Implement a security awareness and training program for all members of its workforce (including management)."*

### HIPAA Security Training Program

Not only does the HIPAA Security Training Course seamlessly integrate content, design, interactivity, and quizzes, the program also addresses all the elements of HIPAA security unique to your organization. Your custom HIPAA Security Training Course will be individualized for your organization. Therefore, your organization's HIPAA security policies and procedures, operational nuances, and job position uniqueness will be included in the training based on your current HIPAA security manual.

## Easy Training Setup

### ITPC will work to...

1. Create a custom course for your organization
2. Identify learners that will be taking the course
3. Register learners into the HIPAA Security Training Course
4. Send a new user email to all registered learners
5. Assist registered learners as they create individualized login setting
6. Serve as a resource as learners begin their training
7. Document and report results of learner training

### Training Includes:

1. Education (knowledge and understanding)
2. Training (how-to)
3. Ongoing awareness

## Training is your BEST security asset.

### Program Overview

- Employees will progress through six training sections covering an overview on the HIPAA security rule, threats and responses to the loss of information, theft of information, and accidental disclosures of EPHI, and safe, secure and appropriate computer use.
- After completing the training on each section, employees will take a short quiz to assess understanding and provide opportunities to address misunderstandings on an individual basis
- A final assessment will conclude the training course.
- ITPC will provide notification of the activity and assessment of each workforce member.
- On average, the training course is completed in thirty minutes.

## Benefits of an online training course

### Convenience and Flexibility

Employees can learn at their own pace and work around their schedules, thereby minimizing loss of productivity

### Relevance

This content-managed course will be the most up-to-date, ensuring that the most relevant and accurate information reaches trainees

### Value

Online training delivers high quality instruction to employees without the hefty expense, inconvenience, and loss of productivity

### Consistency

The message to employees stays consistent without any bias.

### Accessibility

The training course can be done anywhere and anytime with a computer and internet access

### Retention

Since employees are learning at their own pace, the learning retention is higher than in a group-training setting

### Immediacy

With a few mouse clicks, training begins.



### PRICING:

\$25/employee completing training

### CONTACT:

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