DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. DEPARTMENT OF THE ARMY
2748 WORTH ROAD
JBSA FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO
ATTENTION OF

OTSG/MEDCOM Policy Memo 13-068

19 DEC 2013

MCZX

Expires 19 December 2015

MEMORANDUM FOR

COMMANDERS, MEDCOM MAJOR SUBORDINATE COMMANDS
DIRECTORS, OTSG/MEDCOM ONESTAFF

SUBJECT: Privacy Act (PA) and Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Training

1. References:

a. DoD 6025.18-R, Department of Defense Health Information Privacy Regulation, paragraph C14.2, Jan 03.

b. DoD 5400.11-R, Department of Defense Privacy Program Regulation, paragraph C.7, 14 May 07.

c. DoD 8580.02-R, Department of Defense Health Information Security Regulation, paragraph C2.6, 12 Jul 07.

d. Memorandum, Office of the Secretary of Defense, Administration and Management, Senior Privacy Official, 5 Jun 09, subject: Safeguarding Against and Responding to the Breach of Personally Identifiable Information (PII).

e. AR 40-66, Medical Record Administration and Health Care Documentation, paragraph 2-2e, 4 Jan 10.

f. MEDCOM Regulation 10-1, Organizations and Functions Policy, paragraphs 1-12 b. (2)(a), 12 Jun 13.

2. Purpose: To establish a policy for PA and HIPAA privacy and security training.

3. Proponent: The proponents for this policy are the OTSG/MEDCOM Freedom of Information Act/Privacy Act (FOIA/PA) Officer for the PA, the G-6 for HIPAA security and the Patient Administration Division, MEDCOM for HIPAA privacy.

4. Policy:

a. All military, Civilian, and contractor personnel who work in the Office of The Surgeon General and US Army Medical Command organizations listed below must complete core and annual refresher PA and HIPAA training. This requirement also applies to volunteers, trainees, activated Reservists and any other person whose conduct, in the performance of their work, is under the direct control of these organizations, whether or not they are paid by the organizations. These organizations are as follows:

(1) OTSG/MEDCOM Headquarters OneStaff

(2) Army Executive Agencies

(3) Dental Command

(4) Warrior Transition Command

(5) Public Health Command

(6) Medical Research and Materiel Command

(7) Army Medical Department Center and School

(8) Regional Medical Command headquarters and Medical Treatment Facilities (MTFs)

(9) Regional Dental Command headquarters and Dental Treatment Facilities (DTFs)

(10) Regional Public Health Command headquarters, subordinate districts, and Veterinary Treatment Facilities (VTFs)

b. Individuals will complete annual refresher training as part of their individual birth month annual review. Individuals completing core training within 6 months of their birth month are given credit for completing annual refresher training.

c. Military Health System (MHS) Learn, https://mhslearn.csd.disa.mil is the official PA and HIPAA training site. MHS Learn is the Department of Defense sanctioned system that provides the content, documents training status, and produces compliance reports. All PA and HIPAA training is recorded and compliance monitored in MHS Learn.

d. Each organization's in- and out-processing procedures should include PA and HIPAA training completion.

e. Personnel are not authorized access to electronic networks containing PII or protected health information (PHI) until they complete the required core training upon arrival. Personnel not completing refresher training within their birth month will lose access to electronic networks containing PII or PHI.

5. Responsibilities:

a. MTF, DTF, and VTF Commanders will ensure that personnel working in their facilities complete PA and HIPAA training immediately upon their arrival and complete annual refresher training in their birth month. MTF, DTF, and VTF Commanders are responsible for the training of their personnel on local policies and procedures for safeguarding PII to include PHI.

b. Directors of Health Services will encourage unit surgeons to ensure that personnel assigned to battalion aid stations are PA and HIPAA trained immediately upon their arrival and complete annual refresher training in their birth month.

c. Commanders of Major Subordinate Commands, directors of executive agencies, and Directors, One Staff will ensure all their personnel receive PA and HIPAA core and annual refresher training. These Commanders and Directors will ensure their personnel are PA and HIPAA trained immediately upon their arrival and complete annual refresher training in their birth month.

d. The OTSG/MEDCOM FOIA/PA Officer, the Chief Information Officer/G-6 and the Chief, Patient Administration Division, MEDCOM, will monitor training policy compliance and will publish monthly compliance reports.

6. Procedures:

a. MHS Learn assigns PA and HIPAA courses based on the enrollees' HIPAA job position. The relationship of HIPAA Job Positions and Clinical, Operational, and Senior Management training tracks are shown at enclosure. Volunteers and contractors must register in the MHS Learn within the job position for which they are volunteering or are contracted as the course material was created to reflect specific job functions.

b. The course content in MHS Learn includes core and refresher training. The core training consists of 5 subcourses and 5 examinations. Students must complete all subcourses and score 75 on the examinations to receive credit for PA and HIPAA training. The refresher training is identical to the core training. Students may take a

pre-test before the refresher training. If the student scores 75 or better, the student is given credit for the refresher training.

c. Upon completion of training, courses are recorded in the students' transcript and a certificate of completion is created. It is recommended that students print certificates of completion and file these in their personal records. These electronic and paper records are proof of training completion. Once a student completes the PA and HIPAA core courses and has a record of the completed courses (either paper or an electronic copy in the MHS Learn), they do not need to re-take the core training courses when/if they transfer to another facility within the MHS.

d. The completion goal for core training is 100%. Recognizing that new personnel have 30 days to complete their core training and are reported in MHS Learn as incomplete, Commanders and Directors will monitor PA and HIPAA training compliance to ensure that their staff are trained at all times.

e. The training completion goal for annual refresher training is 100%. The refresher training compliance report should be run on the last work day of the month since the training is assigned to personnel on the first day of their birth month. Personnel must complete the training before the end of their birth month or they are delinquent.

f. Personnel will also be trained on local policies for uses and disclosures of PII to include PHI.

g. Training updates must be provided to all personnel whose functions are affected by a material change in policies or procedures. This training must occur within a reasonable period of time after the material change becomes effective.

h. Organizations may have as many MHS Learn HIPAA Training Administrators as needed to manage the PA and HIPAA training for their organizations. Requests for MHS Learn HIPAA Training Administrators should be sent to Patient Administration Division, MEDCOM, and should include name, rank, duty position, telephone number, HIPAA job domain, and email address.

i. Specific training requirements for MTF Privacy and/or Security Officers will be outlined in a separate OTSG/MEDCOM policy memorandum.

FOR THE COMMANDER:

ULDRIC L. FIORE, JR.
Chief of Staff

Encl
HIPAA Job Positions and
Required Courses

HIPAA Job Positions and Required Courses

Following is a list of HIPAA job positions, descriptions including examples, and required HIPAA courses. Appropriate selection of HIPAA Job Position during self-registration ensures the appropriate assignment of role specific training required by DoD 6025.18R, "DoD Health Information Privacy Regulation." **As the interpretation of HIPAA job position descriptions (and subsequent assignment of required HIPAA courses) may vary by facility, this memo is intended as guidance only. Users are advised to contact their supervisors for clarification and/or further direction on selecting the appropriate job position.**

HIPAA Job Position	Description	Required HIPAA Courses
Ancillary Clinical	Ancillary clinical staff including technicians *(i.e., Audiologist, Behavioral Health personnel, Chiropractor, Clinical Psychologist, Cytotechnologist, Dietician, Occupational Therapist, Optician, Optometrist, Pharmacist, Physical Therapist, Podiatrist, Preventive Medicine staff, Social Worker, Speech Pathologist, Cardiovascular Technician, Dental Laboratory Technician, Dermatology Technician, Electroneurodiagnositc Technician, Hemodialysis/Apheresis Technician, Histopathology Technician, Medical Laboratory Technician, Nuclear Medicine Technician, Orthopedic Technician, Otolaryngology Technician, Respiratory Therapy Technician, Surgical Technologist, Urology Technician, X-ray Technician, Clinical support volunteers)*	Privacy Act (PA) and HIPAA Clinical Core Course *PA and HIPAA Clinical Refresher Course (annually)*
Patient Services *formerly "Administrative Support Staff"*	Patient Assistance staff	Privacy Act (PA) and HIPAA Clinical Core Course *PA and HIPAA Clinical Refresher Course (annually)*
Operations and Finance *formerly "Business/Finance Office"*	Resource Management, Personnel staff, Medical Operations (Readiness, Education, Training, Security), Headquarters Staff, Executive Agency Staff not elsewhere classified by job position.	Privacy Act (PA) and HIPAA Operations Core Course *PA and HIPAA Operations Refresher Course (annually)*
Support Services *formerly "Facility Support Services"*	All non-clinical support personnel *(i.e., Biomedical Repair, Chaplain/Religious Services, Environmental Health Services, Facilities Management- Janitorial, Housekeeping, Maintenance, Food Service, Industrial Hygiene/Safety, Logistics,*	Privacy Act (PA) and HIPAA Operations Core Course *PA and HIPAA Operations Refresher Course (annually)*

HIPAA Job Positions and Required Courses

	Occupational Health, Transportation, Supply, Veterinary Services Personnel)	
Information Systems *formerly "Information Management"*	IM/IT (Information Management/Information Technology) staff, Telecommunication/Mailroom, Biomedical Illustrator/Photographer	Privacy Act (PA) and HIPAA Operations Core Course *PA and HIPAA Operations Refresher Course (annually)*
Medical Records	Medical Records staff, Patient Admin staff, Coders, Transcriptionists, Clinical/Ward Admin staff, General Clerical/Secretarial staff, Administrative volunteers	Privacy Act (PA) and HIPAA Clinical Core Course *PA and HIPAA Clinical Refresher Course (annually)*
Nursing	Staff Nurse- RN/LPN/LVN, Nurse Mid-wife, Nurse Anesthetist, Medical Assistants, Dental Hygienist, Dental Assistants	Privacy Act (PA) and HIPAA Clinical Core Course *PA and HIPAA Clinical Refresher Course (annually)*

Providers	Physicians- all specialties, Physician Assistants, Dentists- all specialties, Nurse Practitioners, Research Clinicians, Dental Science and Research	Privacy Act (PA) and HIPAA Clinical Core Course *PA and HIPAA Clinical Refresher Course (annually)*
Senior Management *formerly "Senior Executive Staff"*	Commanders, Executive staff/Leadership, General Administration staff, Hospital Legal staff, Public Affairs /Marketing staff	Privacy Act (PA) and HIPAA Senior Management Core Course *PA and HIPAA Senior Management Refresher Course (annually)*