



GENERAL ORDER

GENERAL ORDER 323.03

HIPAA TRAINING

EMERGENCY SERVICES BUREAU

Issue Date: February 26, 2021

Revision Date: N/A

1 APPLICABILITY:

2 All Career Personnel, Civilian Employees, and Operational Volunteers

3 POLICY:

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

10 DEFINITIONS

- 11 ➤ **Protected Health Information (PHI)** – Individually Identifiable Health Information held
12 or maintained by a Covered Entity or its Business Associates acting for the Covered
13 Entity that is transmitted or maintained in any form or medium. This includes
14 identifiable demographic or other information collected on an individual from a
15 Health Care Provider relating to the past, present, or future physical or mental health
16 or condition of the individual, or the provision or payment for Health Care to an
17 individual that is created or received by a Health Care Provider.
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- 19 ➤ **HIPAA Privacy Rule** – The regulations entitled: “The Standards of the Privacy of
20 Individually Identifiable Health Information” as promulgated by the United States
21 Department of Health and Human Services, located in the Health Insurance Portability
22 and Accountability Act (HIPAA), 45 CFR §§160, 164.

23 PROCEDURES:

24 Applicable personnel will be trained on the Department's HIPAA policies and procedures with
25 respect to PHI. This training will be necessary to carry out their functions within or for the
26 Department. Initial training on HIPAA policies and procedures will be provided within a
27 reasonable time upon either joining or contracting with the Department.

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

- 31 • A summary of the information contained in the Department’s HIPAA policies and
- 32 procedures.
- 33 • An overview of the applicable requirements of the HIPAA Privacy Rule.
- 34 • An explanation of PHI and “minimum necessary standards,” and how they apply to
- 35 members of the workforce.
- 36 • An overview of permitted and required uses and disclosures.
- 37 • A summary of the process for reporting and handling unauthorized disclosures.
- 38 • A description of the patient’s right to privacy and other patient rights under the HIPAA
- 39 Privacy Rule.

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41 Training may be conducted through one of the following methods:

- 42 • Virtual Academy, video, power point presentation, or
- 43 • HIPAA Compliance Officer or his/her designee.

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

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

49 REFERENCES

- 50 • 45 CFR § 164.530(b)
- 51 • HIPAA Journal, www.hipaajournal.com

52 SUMMARY OF DOCUMENT CHANGES

53 New General Order

54 FORMS/ATTACHMENTS

- 55 • None

56 APPROVED

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60 William Anuszewski, Fire EMS Chief
61 Office of the Fire Chief
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GENERAL ORDER

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Author:

A handwritten signature in black ink, appearing to read "S Alliger", written over a horizontal line.

Sean Alliger, Assistant Chief
Emergency Services