

## **United Cerebral Palsy of Tampa Bay, Inc.**

**d/b/a Achieve Tampa Bay**

**2215 E. Henry Avenue**

**Tampa, FL 33610**

### **HIPAA POLICY**

HIPAA and the DHHS security and privacy regulations require training all personnel with access to individually identifiable health information. The Human Resources Department and Privacy Officer are responsible for developing, presenting, and documenting training in the following subjects:

- Principles of and need for privacy and security.
- Requirements of HIPAA and the DHHS regulations.
- Requirements of other federal and state laws regulating health information.
- Requirements of professional ethics and accreditation standards regulating health information.
- The agency's policies and procedures regarding health information.
- Practical guidance for protecting data integrity and confidentiality, such as the importance of proper password procedure, how to guard against computer viruses, and the like.
- Procedures for reporting breaches of security and confidentiality.