

# Your Practice Name Here

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## HIPAA Training Agenda

- \_\_\_ What is HIPAA and how does it apply to this office?
- \_\_\_ Introduction of privacy officer and explanation of role.
- \_\_\_ Explanation of policies and forms:
  - \_\_\_ Notice of Privacy Practices (NPP)
  - \_\_\_ Authorization for release of protected health information (PHI)
  - \_\_\_ Right to Confidential Communications
  - \_\_\_ Patient amendment of the medical record
  - \_\_\_ Patient access to the medical record
  - \_\_\_ Required uses and disclosures of PHI:
    - \_\_\_ Accounting of disclosures
    - \_\_\_ Incidental uses and disclosures
    - \_\_\_ Patient privacy complaint
    - \_\_\_ Explanation of minimum necessary standard
- \_\_\_ Sign confidentiality agreement.
- \_\_\_ Administer test (if desired).

Date of training: \_\_\_\_\_

Employees attending: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Person providing training: \_\_\_\_\_