

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

<b>Procedure:</b> Mandatory Education for Employees Without Eraisders	<b>Procedure #:</b> HPP 1.4, PRO A
<b>Last Revision Date:</b> May 22, 2023	<b>Effective Date:</b> May 22, 2023
<b>References:</b> HPP 1.4- Education and Training, 45 CFR 164.530, Texas HB 300	
<b>TTUHSC El Paso Institutional Compliance Website:</b> <a href="http://elpaso.ttuhscc.edu/compliance/">http://elpaso.ttuhscc.edu/compliance/</a>	

### **Procedure Statement**

This policy aims to outline the process for completing Compliance trainings for employees, students, volunteers, contract vendors, and temporary employees without eraiders or active Texas Tech Health Sciences Center El Paso email addresses. Staffing Agency employees will be required to complete HIPAA, General Compliance and Ethics and Standards of Conduct trainings.

### **Scope**

This applies to all TTUHSC EP workforce members (employees and non-employees), including vendors, temporary staff, and others who have direct or indirect access to patient Protected Health Information (PHI) created, held, or maintained by Texas Tech Health Sciences Center El Paso.

### **Procedure**

1. Workforce members are required to receive HIPAA Privacy Training to help assure compliance with HIPAA policies and procedures, as necessary and appropriate for them to carry out their functions.
2. Departments or staffing agencies will notify the Office of Institutional Compliance for verification of HIPAA training, requests for new employees, contract vendors, temporary employees without eraiders, or active Texas Tech Health Sciences El Paso email addresses.
3. Compliance Department will request a personal (non-TTUHSC El Paso) email address.
4. Compliance will provide tech training link to external users e.g. employees, non-tech employees, vendors, and temporary staff.
5. External users will create a profile with their name and personal email address.
6. Compliance Department will accept the current completion of HIPAA training from other entities.
7. Institutional Privacy Officer will assign HIPAA Privacy Training via Tech Training which will include-
  - a. The HIPAA Training video
  - b. HIPAA Quiz to be completed
8. Once completed the external user will receive a certification of completion.

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9. Training records will be merged once the external user receives a TTUHSC eraiders.
10. Completion of HIPAA Privacy Training for the calendar year must be documented and maintained in the Tech training application.
11. HIPAA Privacy Training must be completed before external users are given access to Protected Health Information.

### **Frequency of Review**

This procedure will be reviewed in collaboration with HPP 1.4, HIPAA Privacy Training (Every even-numbered year) by the designated Compliance personnel.

**Review Date:** 5/22/2023  
**Revision Date:** 5/22/2023