

Communication Sciences and Disorders, Speech-Language-Hearing Clinic

Policies and Procedures

*SUBJECT:* **HIPAA Training Policy #9**

**Policy: All staff, faculty and students are required to complete the HIPAA training via NAU IT department before they are given access to any Protected Health Information in the Speech-Language-Hearing Clinic and/or CSD Department.**

**Procedure:**

* This training consists of 7 units and a Security and Confidentiality Agreement Form. At the end of every unit is a short quiz that you must receive at least a 70% on to pass this course. Once you have viewed all of the modules, carefully review and agree to the Security and Confidentiality Agreement Form. If you would like a copy of this form for your own records, or would like to view it with a screen reader, please download the [PDF version](https://in.nau.edu/wp-content/uploads/sites/162/2018/09/HIPAA-University-Security-and-Confidentiality-Agreement-Form-ek.pdf). You must complete all 7 Units with at least a 70% on the quiz and complete and electronically sign the confidentiality statement to pass this course.
* The HIPAA training must be completed every year.
* The CSD academic office will keep a copy of the signed security and confidentiality agreement in every person’s personnel file.
* The CSD academic office will keep a copy of the signed security and confidentiality agreement in every student’s file. Students may also access this signed statement via LOUIE-under “My Transcripts”.