



Jackson Hole Fire/EMS

Operations Manual

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PURPOSE

The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) requires that all members of Jackson Hole Fire/EMS’s workforce be trained on our policies and procedures regarding privacy and security. This policy is meant to ensure that all of Jackson Hole Fire/EMS members- including all employees, volunteers, students and trainees (collectively referred to as “members”) - who have access to protected health information (“PHI”) understand and are trained regarding Jackson Hole Fire/EMS’s HIPAA policies and procedures.

SECTION I – PROCEDURE

1. All current members with access to PHI must be trained on Jackson Hole Fire/EMS’s HIPAA policies and procedures.
2. All new members will be required to undergo privacy training within a reasonable time upon association with Jackson Hole Fire/EMS.
3. All members who have undergone initial HIPAA training will be required to undergo HIPAA training within a reasonable time after there is a material change to Jackson Hole Fire/EMS’s HIPAA policies and procedures.
4. The HIPAA training will be coordinated and tracked in the member’s training log by the Training Chief or his or her designee.
5. All members will have access to Jackson Hole Fire/EMS’s HIPAA policies and procedures.