

Health Insurance Portability and Accountability Act (HIPAA) – Security of Electronic Information

Instructions: Please visit http://www.ucsf.edu/hipaa/dept_compliance/training and obtain the web-based Basic Security of Electronic Information Training found in the PowerPoint document. If the Advanced Training applies to you (definition below), please be sure to obtain that training as well. The link for this web-based training as well as the HIPAA handbook are also available at <http://medicine.ucsf.edu/hipaa/>

Basic: for those of you who use confidential information to do your job, rarely use email to send confidential, UCSF electronic information, and work from a workstation “on-site” at UCSF. Note: Faculty, residents, fellows, post-doctoral students and research faculty must take the Advanced training. We expect Basic training to apply to only a small sub-set of employees.

Advanced: for those of you who routinely use email to conduct UCSF business that contains sensitive, confidential information; who use mobile or home workstations to transmit confidential information; or for those of you who want more information about reducing risks in the electronic world.

***After you have completed the necessary training(s) please sign where appropriate and forward the signed form to your division administrator.**

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Certification of Completion of Training for: BASIC Security of Electronic Information

I _____ have successfully completed the web-based HIPAA Basic Security of Electronic Information Training
(please print name)

Contact information. Phone: _____ E-mail : _____

Signature _____ Date _____

Certification of Completion of Training for: ADVANCED Security of Electronic Information

I _____ have successfully completed the web-based HIPAA Advanced Security of Electronic Information Training
(please print name)

Contact information. Phone: _____ E-mail : _____

Signature _____ Date _____
