

EVMS Medical Group		
POLICY: Training	DATE: 3/2003	
CATEGORY: PRIVACY	REVIEWED/ REVISED: 04/2013	Page 1 of 1

POLICY: It is the policy of EVMS Medical Group to train all employees on the policies and procedures about confidential healthcare information.

The training must be appropriate for each level of employee to carry out their healthcare function.

PROCEDURE:

1. Employees shall be categorized according to the degrees of access to confidential healthcare information.
2. In-service education programs are planned to address the degrees of access to confidential healthcare information.
3. All existing staff is trained on the policies and procedures regarding confidential healthcare information.
4. All future staff shall be trained during orientation on the policies and procedures about confidential healthcare information.
5. The type, amount, date and employees who received training on the policies and procedures about confidential healthcare information is documented.