

Yale University School of Nursing  
Clinical Support Unit  
Health Insurance Portability and Accountability Act (HIPAA) and Yale Training Requirements

The Health Insurance Portability and Accountability Act (HIPAA), establishes **security** standards and **privacy** standards for the use and disclosure of individually identifiable health information. HIPAA applies to health care providers and health plans. At the University, the Schools of Medicine and Nursing, the Department of Psychology Clinics and Yale Health are covered by the regulations and all faculty/staff/students affiliated with these areas must complete the required HIPAA training and may be held individually responsible and liable if there is misuse of PHI.

PHI or electronic PHI (ePHI) is **any** information, whether oral or recorded in any form or medium that is created or received by a covered entity that identifies an individual (or might reasonably be used to identify an individual) and relates to:

- The individual's past, present or future physical or mental health; OR
  - The provision of health care to the individual; OR
  - The past, present or future payment for health care
- Information is deemed to identify an individual if it includes either the patient's name or any other information that, taken together or used with other information, could enable someone to determine an individual's identity. (For example: date of birth, medical records number, health plan beneficiary numbers, address, zip code, phone number, email address, fax number, IP address, license numbers, full face photographic images or Social Security Number (see [HIPAA Identifiers](#)).

### Implications for Students

HIPAA has important implications for nursing students and their education. Protecting the privacy of your patients' health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff, and fellow students. When preparing case specific presentations, papers, discussions, and reports - verbal, written or electronic - you **must** avoid disclosing patient information that could identify the patient. The length of time you may be able to access patient's HPI is dictated by the duration of time you are caring for them and is at the discretion of course instructors.

### What You Must Do

Each member of the YSN community is responsible to understand and follow the University's HIPAA policies and procedures. To assist you, the University has designed an on-line education program [Foundational HIPAA Privacy and Security Training](#) which each YSN student/faculty/staff is required to complete: Within the **Foundational HIPAA Privacy and Security Training course**, when asked to select the link that best describes your role at Yale, **Master's** students should select **HIPAA for Clinical Care Providers** and **Doctoral** students should select **HIPAA for Research Staff**. You can find this course at: <https://hipaa.yale.edu/foundational-hipaa-privacy-and-security-training>

Please go to this site (once your YaleNet ID has been activated) and **complete the Foundational HIPAA Privacy and Security course by August 15**. It takes approximately 30 minutes to complete the training. You do not need to submit any certificates of completion. This will assure that you will be ready to begin your clinical rotations at the appropriate starting date in September. This is a one-time only training, but students and faculty may need to re-attest their training in subsequent years.

If you have any questions, please do not hesitate to contact [ysn.clinical@yale.edu](mailto:ysn.clinical@yale.edu): Tel: 203-737-5700, Fax: 203-737- 5710. For further information regarding the University's HIPAA policies and contact information, please go to <https://hipaa.yale.edu>

Thank you very much for your attention to this important matter.

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