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.

What You Must Do
Each member of the YSN community is responsible to understand and follow the University's HIPAA policies and procedures. In order 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: http://hipaa.yale.edu/hipaa-privacy-and-security-training . Please go to this site (once your Yale Net 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.

If you have any questions, please do not hesitate to contact melissa.nixon@yale.edu: Tel: 203-737-5700, Fax: 203-737-5710. Thank you very much for your attention to this important matter.