

MEMORANDUM

To: Recently Hired Adjunct Faculty
From: Department Privacy Coordinator, Family Medicine and Community Health
Re: HIPAA Training

The University of Minnesota is required to provide HIPAA training to all individuals who engage in clinical practice or research at the University of Minnesota and/or access individuals' health information through the University entity.

According to the guidelines provided to departments by the University of Minnesota privacy office (see excerpt on the following page), most of our adjunct faculty members are not required to complete HIPAA training through the university because they do not engage in clinical practice or research at the University of Minnesota or access university-entity patient information. However, we are required to verify this for each adjunct faculty member and document that each individual has completed HIPAA training through his or her employer. We ask, therefore, that you complete and return the enclosed form for our records.

Please note that if you DO engage in any activities at the university which give you access to university-entity individual health information, such as a physician who precepts at one of our residency program clinics, you are required to complete University of Minnesota HIPAA training. **You may either request a paper copy of the training material or wait until you receive your University of Minnesota ID, which is what you will need to use to access the AHC database to complete the training online.**

Please complete and return to:

Department of Family Medicine and Community Health
Medical School
University of Minnesota
Mayo Mail Code 381
420 Delaware Street SE
Minneapolis, MN 55455-0392

ATTN: HIPAA Training Coordinator

“Individuals with University of Minnesota appointments (paid and unpaid) who are physically located at the VA or another site and who do not engage in significant clinical and/or research activities at the University or otherwise access individuals’ health information through the University covered entity, are not required to complete the University’s HIPAA training, but are required to complete the VA’s or other site’s HIPAA training.”

Name of Adjunct Faculty Member: _____

Please indicate below by checking the appropriate line and giving needed information:

_____ **I do not engage in significant clinical and/or research activities at the University or otherwise access individuals’ health information through the University covered entity.**

I completed HIPAA Training through the following entity/employer:

On (please give date): _____

(If you are retired and no longer in practice/teaching, please check here: ____.)

_____ **I do engage in significant clinical and/or research activities at the University or otherwise access individuals’ health information through the University covered entity.**

If you do engage in significant clinical and/or research activities at the University or otherwise access individuals’ health information through the University entity, you ARE required to complete University of Minnesota training. Training courses are available on-line via the Academic Health Center web site (<http://www.myahc.umn.edu>). If you have difficulty accessing the courses via computer or prefer not to use a computer, a paper version of the training is available. Please send us your name and preferred mailing address and we will send a training packet to you.