



1. Health Information System Manager Orientation
2. Health Insurance Portability & Accountability Act, (HIPAA)
Compliance Officer Orientation

Employee Name: _____

A. General Orientation was completed on: _____

B. Job Specific Orientation below.

Criteria	Information Source	Employee Signature	Instructor Signature	Date
1.) How to maintain the Guidelines Disclosure Log				
2.) Medical Records Policy and Procedure Review				
3.) Forms Review				
4.) Understanding Nursing Service Abbreviations & Symbols				
5.) Medical Records Training with HIS Manager Date: _____ <i>(If assistance needed, contact Generations Director of QA)</i>				
6.) How to keep track of physician's progress notes and ensure they are placed on chart.				
7.) Understanding of Medical Records request and when records may be released.				
HIPPA Compliance Officer				
8.) Review definition of HIPPA				
9.) Overview of HIPPA Compliance Program				
10.) Review the Authorization Request to Disclose Health information				

11.) Review revocation of authorization				
12.) Review privacy practices complaint and the complaint log				
13.) Review amendment of Health Information and Home Office Involvement				
14.) Review of Accounting of Disclosures (Home Office Involvement)				
15.) Review resident request for access to health information				
16.) Review of Minimum necessary procedure				
17.) Review of uses and disclosures that are permissible without an authorization to agree or object				
18.) How to market using resident health information				
19.) Psychotherapy notes				
20.) Generations Management Company, HIPPA Compliance Officer vs. the facility HIPPA Compliance Officer				
21.) Understanding Business associate contracts				
23.) Education and Training				
24.) Restrictions Requests				
25.) How to mitigate any harmful effects known to the facility caused by violation of HIPPA Regulations				
26.) Personal representative				
27.) Job Description				