

**ADAMH BOARD OF FRANKLIN COUNTY
HIPAA Privacy Policy H.01.150**

TRAINING

A. PURPOSE STATEMENT

The purpose of this policy is to identify the schedule and structure of HIPAA privacy training.¹²

B. SCOPE

This policy applies to all ADAMH workforce members, including Board of Trustees members, employees, volunteers, trainees, and other persons whose conduct, in the performance of work for ADAMH, is under the direct control of ADAMH, regardless of whether they are paid by ADAMH.

C. POLICY STATEMENT

1. To fulfill the administrative requirement to provide training on policies and procedures with respect to protected health information, ADAMH will offer privacy training to staff at orientation, during a transition, and at least every three years.
2. Each workforce member will receive and acknowledge that they have received the privacy training outlined above.

¹ CFR Title 45, Section 164.530 Administrative Requirements

² O.R.C. Chapter 3798: Protected Health Information § 3798.03 Duty of covered entities