

CITY OF STOCKTON
CITY MANAGER ADMINISTRATIVE DIRECTIVE

Subject: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)	Directive No: HR-72	Page No. Page 1 of 2
	Effective Date: 01/01/2016	Revised From: New

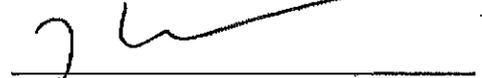
I. PURPOSE

To ensure that all City of Stockton (City) employees with access to Personal Health Information (PHI), or sometimes referred to as Protected Health Information, are following the policies and procedures written in the City's HIPAA Privacy Policy and Procedures Manual (Manual). The Health Insurance Portability and Accountability Act (HIPAA) is a law under the United States Department of Health and Human Services designed to provide privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals, and other health care providers. It is the objective of the Manual to ensure that PHI is kept confidential and disclosed only on a "need-to-know" basis. PHI is defined as individually identifiable health information, including demographic information, medical history, insurance information, and other data, that is collected and maintained by the City.

II. POLICY

- A. It is the administrative policy of the City that all City employees with access to PHI complete HIPAA-compliance training and follow the policies and procedures written in the Manual.
- B. The Manual is maintained by the Human Resources (HR) Department and can be found on the City's external website under "Departments," "Human Resources," "Benefits," "HIPAA P&P."
- C. The Manual shall be administered by the HR Department. Each department head or his/her designee, is responsible for ensuring that their employees who have access to PHI, as part of their specific job duties and functions, follow the procedures set forth in the policy.
- D. The HR Department shall publish the bi-annual introductory and refresher training courses in the City Wide Training Packet. Training shall be mandatory for all employees in the HR, Payroll, and Information Technology Departments. Training is also mandatory for any person assigned to support or work with HR from any other department or division within the City, who may have access to PHI. Attached is a list of departments/positions required to attend the training.

APPROVED:


KURT O. WILSON
CITY MANAGER

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**HIPAA Training List
Departments/Positions Required to Attend**

1. All Human Resources Department staff
2. All Information Technology Department staff
3. All Payroll Department staff
4. Budget Analyst and Budget Officer assigned to Human Resources
5. Accountant(s) assigned to Human Resources
6. Procurement Department staff during any Request for Proposal (RFP) for health benefits process
7. Audit staff assigned to Human Resources
8. City Attorney(s) assigned to Human Resources
9. Temporary staff assigned to Human Resources
10. Independent contractors assigned to Human Resources