

January 1, 2007

TO: Department Heads, Administrative Directors, & Lead Staff
Academic Health Center

FROM: Ross T. Janssen
Privacy & Security Officer
University Of Minnesota

RE: Clarification of Training Requirements for HIPAA Privacy & Security

There continue to be questions regarding HIPAA training requirements in light of the new Public Jobs: Private Data Training Program which my office produced.

All University faculty, staff, student workers, and health science students and volunteers will be required to complete the following HIPAA Privacy **AND** Security courses:

HIPAA Privacy Training

Introduction to HIPAA Privacy Video
Privacy and Confidentiality in Research (for research faculty and staff)
Privacy and Confidentiality in Clinical Settings (for clinical faculty and staff)

HIPAA Security Training (Public Jobs: Private Data)

Data Security in Your Job
Securing Your Computer Workstation
Using University Data
Managing Health Data Securely

As you are aware there are additional topical courses addressing data security of financial, student, and personnel data as well as a specialized course for faculty and supervisors. While I encourage all staff to complete these additional assignments, my office will not be monitoring their completion status. Please note, there are areas who will require that staff complete these topical courses.

If you have any questions or concerns, please contact me at 612.626.5844.