

## **HIPAA Compliance at Purdue University WorkLife Programs Ambassadors**

The HIPAA Privacy Compliance Office has determined that as of August 9, 2004, Purdue University's WorkLife Programs are covered by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This act protects the confidentiality and security of personally identifiable health information. The act requires that employees or volunteers working in covered areas be trained in the requirements of HIPAA.

As an ambassador, you have been identified as a key partner with WorkLife Programs in assisting our mission. As a result, you may have access to sensitive information including protected health information. To protect our participants, and in order for you to fulfill your responsibilities, it is required that you complete our HIPAA training.

Mindy Paulet, WorkLife Manager, will serve as the liaison for all WorkLife Programs areas. If at any time you have questions or feel you may have made an inadvertent disclosure, please contact her as soon as possible at 494-8522 or [paulet@purdue.edu](mailto:paulet@purdue.edu).

### Action Items

Visit [http://www.purdue.edu/hipaa/primary\\_menu/stafftraining/index.shtml](http://www.purdue.edu/hipaa/primary_menu/stafftraining/index.shtml) and review the following:

- HIPAA Training Presentation (pdf)
- HIPAA Communications Guidelines
- Notice of Privacy Practices for Purdue University Health Plans

Visit [http://www.purdue.edu/hipaa/primary\\_menu/stafftraining/index.shtml](http://www.purdue.edu/hipaa/primary_menu/stafftraining/index.shtml), click on "online training utility", and sign in using your Purdue career account username and password. Scroll down and select, HIPAA Compliance, and then click on "HIPAA". Scroll to the bottom of this page and enter the test. Complete the test to receive certification. (You are allowed to take the test multiple times to pass.)

Confirm with Amber Simons ([asimons@purdue.edu](mailto:asimons@purdue.edu)) that you completed the certification test.