

 <p>HAWAII HEALTH SYSTEMS CORPORATION <i>"Touching Lives Everyday"</i></p> <p>Policy</p>	Department: Information Technology Department	Policy No.: ITD 0014
	Issued by: Barbara Kahana Vice President & CIO	Revision No.: N/A
Subject: Security Awareness Training	Approved by: Thomas M. Driskill, Jr. President & CEO	Effective Date: 07/01/02
		Supersedes Policy: N/A
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- I. **PURPOSE:** This policy outlines criteria for providing job-specific security awareness training to the HHSC workforce.
- II. **POLICY:** This policy has been established in order to comply with Public Law 104-191, a federal law enacted on August 21, 1996, that is otherwise known as the Health Insurance Portability and Accountability Act (HIPAA).

Job-specific security awareness training will be provided to all HHSC workforce members. Training must include presentations of appropriate Information Technology Department (ITD) policies and procedures relevant to specific job classifications.

Security training will occur at the time of initial hire, with periodic refresher training sessions to be held at least once per year thereafter. A record of all security training sessions attended will be kept for each employee. This record keeping requirement is a HIPAA statutory requirement.

- III. **SCOPE:** This policy applies to all HHSC employees, volunteers, trainees, physicians and healthcare providers, independent contractors, and any other persons under the direct control of HHSC.
- IV. **RESPONSIBILITIES:** HHSC Human Resources departments shall be responsible for implementing this policy, with guidance from Privacy and Security resource personnel.
- V. **REFERENCES/RELATED POLICIES**
 - "Guidelines for Academic Medical Centers on Security and Privacy," Version 1.0, Association of American Medical Colleges, May 2001.

VI. **POLICY DEVELOPMENT**

DEVELOPER: HRC Policy Committee
Taylor Summers
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