

URI HIPAA SECURITY POLICY #5

Title:	SECURITY AWARENESS AND TRAINING	Purpose & Background	See Memo Entitled "HIPAA at URI: Introduction to HIPAA and an Overview of HIPAA Implementation at URI" available online at the URI HIPAA website
Originator (Responsible Department/ Unit):	URI HIPAA Compliance Oversight Committee	Effective Date:	05/22/2018
Applies to:	All URI Departments and Units Designated as HIPAA "Covered Components" and "Business Associate Components"	Revised Date(s):	

POLICY:

URI must develop, implement, and regularly review a formal, documented program for providing appropriate security training and awareness to its workforce members working in all URI Covered Components. All Covered Component workforce members must be provided with sufficient training and supporting reference materials to enable them to appropriately protect EPHI on URI information systems.

All new URI Covered Component workforce members who will have access to EPHI must receive appropriate security training before being provided with access or accounts on URI information systems. Existing Covered Component workforce members who will have access to EPHI must receive security training, promptly after policy adoption and then periodically (e.g. annually thereafter as appropriate).

Business Associates of URI must be made regularly aware of URI security policies, standards, and procedures. Third parties (other than Business Associates) who have (legally appropriate and URI approved) access to EPHI or URI information systems containing EPHI must also be made aware of URI security policies, standards, and procedures whenever appropriate.

Procedure:

The following implementation specifications and safeguards must be implemented to satisfy the requirements of this policy:

1. As defined in URI's **Security Reminders Implementation Specification (5A)**, URI must provide regular security information and awareness to its Covered Component workforce members who will have access to EPHI.
2. As defined in URI's **Protection from Malicious Software Implementation Specification (5B)**, URI must regularly train its workforce members about its process for guarding against, detecting, and reporting malicious software that poses a risk to its information systems and data.
3. As defined in URI's **Log-in Monitoring Implementation Specification (5C)**, URI must regularly train its Covered Component workforce members who will have access to EPHI about its process for monitoring log-in attempts and reporting discrepancies.
4. As defined in URI's **Password Management Implementation Specification (5D)**, URI must regularly train its Covered Component workforce members who will have access to EPHI about its process for creating, changing and safeguarding passwords.

HIPAA REGULATORY INFORMATION

CATEGORY: Administrative Safeguards

TYPE: Standard

HIPAA HEADING: Security Awareness and Training

REFERENCE: 45 CFR 164.308(a)(5) **SECURITY REGULATION STANDARDS LANGUAGE:**

"Implement a security awareness and training program for all members of its [a covered entity's`] workforce (including management)."