

# Montgomery County Fire and Rescue Service

## FIRE CHIEF'S GENERAL ORDER

### Rescinded

NUMBER: 10-10

September 21, 2010

TO: All MCFRS Personnel

FROM: Fire Chief Richard R. Bowers



SUBJECT: Mandatory HIPAA Training

In accordance with The Health Insurance Portability and Accountability Act (HIPAA), Section 164.518, Privacy Training, all MCFRS personnel who are directly or indirectly involved in patient care or have access to a patient's medical information must complete mandatory HIPAA training. Regardless of the status of the EMS Transportation Fee legislation, the department has decided to move ahead with the HIPAA training in order to educate our personnel regarding confidential patient information.

All IECS – Certified personnel including those on the provisional list must complete this training by November 1, 2010. Other MCFRS personnel including some civilians may also need to take this training as their job function may cause them to come in contact with patient information. These personnel will be identified by their supervisor and once notified must complete the HIPAA training.

The HIPAA training session, which meets the HIPAA requirement, has been developed by Montgomery County. The training must be completed on-line and can be accessed via the following link: [www.mcfrsit.com/trackingHIPAA](http://www.mcfrsit.com/trackingHIPAA). Once you have gained access to the training site, choose the training class from the available class list. The on-line website is able to track each participant's completion however, after completing the training each participant should print out the completion certificate and retain it for your records.

Personnel that do not complete the training by the identified date will be removed from the IECS list until such time as they complete the training. The other non-IECS personnel, who have been identified by their supervisor as needing the training, that do not complete the training may be subject to disciplinary action.

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