

Montgomery County Fire and Rescue Service

Fire Chief's General Order

NUMBER: 12-22

December 18, 2012

TO: All MCFRS Personnel
FROM: Fire Chief Richard 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.

All IECS certified personnel, including those on the provisional list, must complete this training. 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: 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 web site is available to track each participant's completion. After completing the training each participant should print out the completion certificate and retain it for your records.

Personnel who have not completed the training by December 30, 2012 will be removed from the IECS list. Other non-IECS personnel, who have been identified their supervisors as needing the training, who do not complete the training may be subject to disciplinary action. Personnel who have completed the training are not required to retake the course. Chief Officers may confirm their personnel's completion by going to www.mcfrsit.com/trackingHIPAA

This Fire Chief's General Order (FCGO) cancels and replaces FCGO 2010-10, Mandatory HIPAA Training, issued September 21, 2010.

Issued: 12-18-2012

Revised:

Rescinded: