HIPAA training log

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Office: Date: Trainer (name and title):

Material or course used:

Reason for this session (check one)

☐ New workforce member	164.530(b)(2)(i)(B)
☐ Material change in policies	164.530(b)(2)(i)(C)
☐ Security awareness update	164.308(a)(5)
☐ Yearly refresher	Office practice

Topics covered (from your own policies)

☐ What protected health information is, in every form	164.530(b)
☐ Uses and disclosures, minimum necessary, family and outside requests	164.530(b)
☐ Patient rights and who handles each request	164.530(b)
☐ Security reminders, malicious software and phishing	164.308(a)(5)
☐ Log-in monitoring and password management	164.308(a)(5)
☐ Reporting incidents and possible breaches	Policy
☐ Sanctions for not following the policies	164.530(e)

Workforce member (name)	Job title	Signature

Keep this log 6 years from the date it was created or last in effect, whichever is later. Texas offices: each employee signs a statement of completion, kept until the sixth anniversary of signing, and new employees finish training within 90 days of hire (Health and Safety Code 181.101). Never write patient names or details on this page.