



Policy #: DHHS-04-15

Issue Date: April 14, 2015

I. SUBJECT

Information Privacy and Security Education

II. POLICY STATEMENT

It is the policy of the Maine Department of Health and Human Services (the Department) to maintain a culture of privacy and security surrounding the protected health information (PHI), electronic PHI (ePHI), and other confidential consumer information (together, Protected Information, or PI) we are privileged to create and maintain in the course of providing services to our consumers. The Department will use reasonable efforts to ensure that our workforce meets federal and state privacy and security compliance standards. To that end, the Department will provide training and education to our workforce on a yearly basis, at minimum. We will also provide relevant, periodic educational updates on privacy and security topics that impact the Department.

III. RATIONALE

To inform our workforce about our legal and regulatory requirements surrounding PI in any format, and make reasonable efforts to keep our PI secure and confidential.

IV. PROCEDURE

- A. The Department will provide yearly awareness training on federal and state privacy and security requirements to every member of our workforce. More in-depth, role-based training will be provided as appropriate.
- B. Additionally, the Department may provide additional educational information on topics of information privacy and security via other methods, including at meetings, via email or video, webpages or on bulletin boards, via newsletter and/or through live training, as appropriate and necessary, in an effort to keep our workforce up-to-date on privacy and security updates.
- C. All members of our workforce will also receive training on state and federal breach notification requirements, although any notification to the government, the public or others shall be made exclusively by Director of Healthcare Privacy or his/her designee.
- D. The Director of Healthcare Privacy and the Department's Privacy/Security Liaison will stay up-to-date on legal and regulatory changes and will share information with the workforce as needed to maintain the confidentiality, integrity and accessibility of our PI.

V. DEFINITIONS

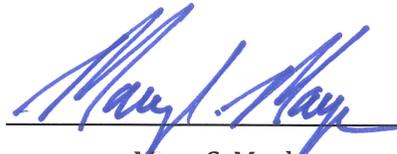
Protected Health Information (PHI) is information about a patient, including demographic information, which may identify a patient, which relates to the patient's past, present or future physical or mental health or condition, related health care services or payment for health care services. PHI that is maintained electronically is **ePHI**.

VI. DISTRIBUTION

All Staff via e-mail and posting on the DHHS Intranet.

April 14, 2015

Date



Mary C. Mayhew
Commissioner