# HIPAA Training Policy & Procedure

I. **HIPAA TRAINING POLICY& PROCEDURE**
   A. The *Graduate Program in Public Health* requires all MPH students to complete training in the Health Insurance Portability and Accountability Act (HIPAA) by the start of the Fall semester.
   B. The procedure fulfill this requirement is as follows:
   1. REVIEW AND UNDERSTAND- Each student must review and understand the SBU Policy and Procedure on Research Subjects' Right to Privacy at: http://www.stonybrook.edu/research/HSG/HSGsec25.html
   2. UNDERGO HIPAA TRAINING- Each student must carefully read and understand the HIPAA awareness training materials for research investigators and study staff at: http://www.stonybrook.edu/research/orc/docs/2009%20Research%20HIPAA%20training.pdf
   3. NOTIFY- To complete the procedure, each student must send an e-mail to Mary Ellen Herz at maryellen.herz@stonybrook.eduwith the subject reading: HIPAA RESEARCH TRAINING COMPLETED, and the body of the text reading: 'I have read and understood the HIPAA awareness training materials and agree to comply with the SBU Policy and Procedures on Research Subjects' Right to Privacy.
   4. DOCUMENTATION- A copy of the email must be provided to the MPH Academic Coordinator.