

HIPAA Workforce Training Guide

Overview

Every member of the Stannp workforce who may encounter Protected Health Information (PHI) receives comprehensive HIPAA training. This ensures all personnel understand their obligations, can identify PHI, know how to handle it appropriately, and recognize when to report potential breaches.

Training Requirements

Current workforce members receive HIPAA awareness training and training in Stannp's privacy and security policies. New hires complete HIPAA training on commencement of their role. If there is a material change in Stannp's privacy policies, affected workforce members are retrained within 60 days. All employees complete refresher training every two years to reinforce key concepts and address emerging threats.

Training Content

Our workforce training covers HIPAA Privacy Rule and Security Rule fundamentals; identifying and handling PHI; minimum necessary principles; permitted and prohibited uses and disclosures; breach recognition and reporting obligations; Stannp's specific policies and procedures; consequences of HIPAA violations; and role-specific responsibilities for handling PHI.

Confidentiality Agreements

Upon hiring, workforce members sign confidentiality agreements certifying they will honor Stannp's privacy policies and procedures. These signed agreements are retained as documentation of our training program for audit purposes.

Continuous Education

Beyond formal training, Stannp promotes HIPAA awareness through regular security updates, newsletters highlighting best practices, and prompt communication of lessons learned from industry incidents. We encourage workforce members to ask questions and report concerns without fear of retaliation.

Document Name:	TCU-42	Version No:	1	Date:	December 16 2025	Review Date:	December 16 2026
----------------	--------	-------------	---	-------	------------------	--------------	------------------