

UNCLAS

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FM COMDT COGARD WASHINGTON DC
TO AIG 4905
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SUBJ: HIPAA TRAINING COMPLIANCE AND ACCESS TO MEDICAL INFORMATION SYSTEMS

A. MEDICAL MANUAL, COMDTINST M6000.1 (SERIES)

1. PER REFERENCE A, INDIVIDUALS MUST COMPLETE HIPAA TRAINING VIA MHS LEARN PRIOR TO BEING GRANTED ACCESS TO ELECTRONIC MEDICAL RECORD SYSTEMS.
2. TRAINING COMPLIANCE MUST BE MAINTAINED OR ACCESS TO THESE SYSTEMS WILL BE REVOKED IF MORE THAN 90 DAYS OVERDUE.
3. FEDERAL TECHNOLOGY CORPORATION (FEDTEC) CONTRACTORS HAVE BEGUN MONITORING ACTIVE ACCOUNTS IN CHCS AND PGUI AND MONTHLY WILL COMPARE THESE ACCOUNTS TO THE MHS LEARN TRAINING REPORTS.
4. MHS LEARN CURRENTLY SENDS OUT AUTOMATIC EMAIL REMINDERS DURING AN INDIVIDUALS BIRTH MONTH TO COMPLETE THEIR HIPAA TRAINING. AFTER AN INDIVIDUAL IS GREATER THAN 60 DAYS OVERDUE, THE CONTRACTOR WILL SEND AN EMAIL TO THE RESPECTIVE CLINIC ADMINISTRATOR INDICATING THAT THE INDIVIDUAL WILL HAVE HIS/HER ACCESS REVOKED IF NOT COMPLETED BEFORE THE 90 DAY MARK.
5. CONTACT THE CHCS HELPDESK AT 866-851-2630 FOR QUESTIONS CONCERNING NEW ACCOUNTS OR REACTIVATION OF ACCOUNTS.
6. POC FOR THIS POLICY IS CDR TRENT JANDA AT TRENTON.A.JANDA(AT)USCG.MIL.
7. RELEASED BY CAPT MAURA DOLLYMORE, CHIEF, OFFICE OF HEALTH SERVICES.
8. INTERNET RELEASE AUTHORIZED.

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