



## A Quick HIPAA HOW TO



**IDENTIFIABLE** HEALTH (including mental health) INFORMATION. (Tip: there are 18 elements that make data “identifiable.” See **Assessment Tool 2: Am I Using PHI?**)

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**FAU Covered Entity** (Nursing, Medicine, Student Health) **OR** outside covered entity: Hospital, Nursing Home, Doctor’s Office, any place billing for care or treatment or processing health care claims.

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**YES!** HIPAA Training and Forms are required. (See **Assessment Tool 3, what HIPAA Forms Do I Use?**)



**Implementation:** Effective immediately, CITI Health Information Privacy and Security (HIPS) for Investigators must be linked to IRBNET submissions (**new, continuing reviews, amendments**) that involve collection or use of protected health information (PHI). By 12/31/15, all users working with PHI for research are expected to have CITI HIPS training.

NOTE: This training requirement only applies to a small percentage of IRB submissions. It only applies if you use PHI!

