



HIPAA TRAINING & POLICIES FOR EMPLOYEES

ZaneNet is involved in many health projects and as a result our employees often access Personal Health Information (PHI). To ensure that PHI is handled in an appropriate and secure manner, employees are required to complete an online HIPAA training and acknowledge HIPAA policies as per our Employee Handbook.

- 1) I will have access to PHI during my work with ZaneNet: YES NO. If no, please sign and return this form. If yes, please answer questions 2-4 below.

- 2) I will receive online or in-person training at the customer/prime contractor site: YES NO

- 3) I will receive HIPAA training with ZaneNet, if marked yes, you will be sent a link for an online HIPAA training certificate course. (Please send completed certificate back to ZaneNet to include in your employee folder). Yes No

- 4) I will receive and use a screen protector for my laptop: YES NO

- 5) Please acknowledge below that you have read sections of the ZaneNet handbook that pertain to Employees and HIPAA policies:

Employment Termination and HIPAA Requirements: ZaneNet will apply appropriate sanctions against workforce members who fail to comply with HIPAA security policies and procedures. ZaneNet will implement procedures for terminating access to ePHI for employees and consultants who are discharged or resign from ZaneNet. Initials: _____

HIPPA Requirements and Telework :

If working off site, all employees must take extra care to protect the disclosure of any PHI. If viewing PHI, associates should take special care to make sure that the work environment is conducive to keeping client's PHI safe. Initials: _____

Acknowledgement of HIPAA policies and certification requirements:

Name: _____

Signature: _____ Date: _____