

TITLE: Security Awareness and Training Policy

Category: Technical Support	
Original Effective Date: 3-12-08 Revision Date:	Review Date:

ACCEL and its Participants will implement a security awareness and training program for all Authorized Users.

1. Participant’s Data Custodian(s) are responsible for ensuring that ACCEL Authorized Users who access, receive, transmit or otherwise use clinical information also referred to as electronically protected health information or EPHI are trained on ACCEL Systems and associated HIPAA and ACCEL privacy and security policies. Training shall be performed with all first time ACCEL Authorized Users and on a periodic basis thereafter. Appropriate training will consist of, but not limited to:
 - Security policies
 - Sanction policy
 - User policies
 - Confidentiality, integrity and availability
 - Individual security responsibilities
 - Common security threats and vulnerabilities
 - Incident response and reporting procedures

More detailed policies and procedures training will be required of Barton IS staff.

2. Participants shall maintain formal documentation of the current level of ACCEL specific policies and procedures education for each of its Authorized Users.