

Optometry Coding & Billing Alert

Reader Questions: Keep Training Records on File

Question: Does the privacy rule mandate that we keep our training documentation, such as sign-in sheets and handouts, on file? Must we also keep the training records for each of our employees?

Florida Subscriber

Answer: Yes, you must hold on to your training documentation and employee records.

The privacy rule demands that you document all of your HIPAA training. And you have to keep any document required by the rule for six years.