

Health Information Compliance Alert

Reader Questions: Don't Throw Out Those Training Records

Question: Does the privacy rule mandate that we keep our training documentation, like 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, says **Mic Sager**, compliance officer at Olympic Medical Center, Port Angeles, WA.

The bottom line: The privacy rule demands that "you document all your Health Insurance Portability and Accountability Act (HIPAA) training," Sager explains. And it states you have to keep any document required by the rule for six years, he reminds.