



Joint Task Force National Capital Region Medical **DIRECTIVE**

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J-6

SUBJECT: Health Insurance Portability and Accountability Act (HIPAA) and Privacy Act Training

- References:
- (a) Deputy Secretary of Defense Memorandum, “Establishing Authority for Joint Task Force - National Capital Region/Medical (JTF CapMed) and JTF CapMed Transition Team (Unclassified),” September 12, 2007
 - (b) Deputy Secretary of Defense Action Memorandum, “Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region – Medical,” January 15, 2009
 - (c) Comprehensive Master Plan for the NCR Medical, April 23, 2010
 - (d) Supplement to the Comprehensive Master Plan for the NCR Medical, August 31, 2010
 - (e) TRICARE Management Activity (TMA) Workforce Training Policy TMA Memorandum, “Workforce Training Policy Pursuant to the Department of Defense Privacy Act Regulations and the Department of Defense Health Insurance Portability and Accountability Act Privacy and Security Regulations,” May 28, 2008¹
 - (f) Public Law 104-191, August 21, 1996

1. **PURPOSE.** This Directive, in accordance with the authority in References (a) through (d), establishes policy and ensures that all Joint Military Treatment Facilities (MTFs) and Centers have a robust, active, and effective information privacy program that is aligned with the TRICARE Management Activity (TMA) policy in Reference (e) and functions in compliance with public law and DoD issuances to oversee and ensure all staff conduct HIPAA and Privacy Act training through “MHS Learn.”

2. **APPLICABILITY.** This Directive applies to the Joint Task Force National Capital Region Medical (JTF CapMed) and all Joint Medical Treatment Facilities (MTFs) and Centers in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and the Joint Pathology Center).

¹ Available at the TRICARE Web Site at:
<http://www.tricare.mil/tma/privacy/RegulatoryRequirementsGuidanceResources.aspx>

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3. POLICY. It is JTF CapMed policy to:

- a. Comply with all DoD and/or Federal guidance and instructions regarding HIPAA.
- b. Comply with all MHS/TMA guidance and instructions regarding HIPAA and Privacy Act training.
- c. Ensure initial training of new personnel is completed within 30 days of in-processing to a unit.
- d. Ensure annual refresher training is accomplished in the birth month of all assigned or attached personnel.
- e. Accept previous documentation of HIPAA and Privacy Act training for new personnel providing it meets current annual training requirements.
- f. Use TMA's website "MHS Learn" for HIPAA and Privacy Act training:
https://mhslearn.csd.disa.mil/ilearn/en/learner/mhs/portal/mhsstaff_login.jsp.

4. RESPONSIBILITIES

a. JTF CapMed and All Assigned or Attached Units. JTF CapMed and all assigned or attached units will follow the TMA policy in Reference (e) for HIPAA and Privacy Act management and training compliance. The JTF CapMed HIPAA Privacy Officer will monitor compliance with this policy by Joint MTFs and Centers in the National Capital Region and ensure all required JTF headquarter workforce HIPAA and Privacy Act training is provided, tracked, and documented. JTF CapMed Education, Training, and Research (J7) is responsible for executing the overall JTF CapMed training program.

b. Unit Commanders. Unit commanders are responsible for ensuring the protection of personally identifiable information, personnel training, and incident management.

c. Joint MTF Commanders and Center Directors. Joint MTF commanders and Center Directors will:

(1) Assign in writing a HIPAA Privacy Officer and HIPAA Security Officer in compliance with Public Law 104-191 (Reference (f)). The HIPAA Privacy Officer will ensure all required workforce HIPAA and Privacy Act training is provided, tracked, and documented. MTF and Center Training Managers are responsible for executing the overall MTF and Center training program.

(2) Assign in writing a Privacy Act point of contact (POC). It is recommended that the Privacy Act POC be the HIPAA Privacy Officer.

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5. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the JTF CapMed Web Site at: www.capmed.mil.

6. EFFECTIVE DATE. All provisions of this Directive are effective immediately.



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