

	<b>Ethics &amp; Compliance Department</b>	
	<b>Policy No.: 60</b>	<b>Created:</b> 01/2018
		<b>Reviewed:</b> 09/2024
	<b>Revised:</b>	

## **HIPAA: NEW TEAMMATE ORIENTATION**

### **SCOPE:**

All Envision Healthcare teammates. For purposes of this policy, all references to “teammate” or “teammates” include temporary, part-time and full-time employees, independent contractors, clinicians, officers and directors.

### **PURPOSE:**

Envision Healthcare Operating, Inc. and its subsidiaries and affiliates (“Envision” or “the Company”) has adopted this New Teammate Orientation policy to ensure that all new employees are made aware of the Company security and confidentiality policies.

### **POLICY:**

- A) All new teammates, including volunteers, students, physicians, and contract employees, will attend (or participate in a new teammate orientation program in order to receive detailed training about the policies, procedures, and methods of safeguarding the security and confidentiality of patient records. This training will occur as part of their initial orientation & Corporate Compliance Training program.
- B) If the New Teammate Orientation schedule does not allow a teammate to attend the orientation prior the worker’s start date, the department manager will provide all new teammates with an overview of the teammate’s responsibilities related to patient privacy and data security. They will discuss department-specific privacy and security issues and will provide the new teammates with directions on how to access a copy of the Company’s privacy policies.
- C) New clinicians will also receive detailed training on the policies, procedures, and methods of safeguarding the security and confidentiality of patient records.
- D) All teammates are required to take the HIPAA course, at a minimum through the on-line training program.
- E) Department directors and/or managers will provide all new teammates whose job responsibility will give them access to PHI, a copy of the department’s privacy policies, and discuss any department-specific issues related to privacy and security with the teammate.

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**POLICY REVIEW**

The Ethics & Compliance Department will review and update this Policy, when necessary, in the normal course of its review of the Company’s Ethics & Compliance Program.