

# 2023-2024 HIPAA Complete Training Calendar

Consistent with the administrative simplification provisions mandated under the law of HIPAA, certain organizational officers, designated individuals, organizational privacy contacts, and some line managers and employee supervisors may be required to certify that they have received post-designation and bi-annual refresher training respecting the HIPAA administration simplification provisions. HIPAA required post-designation and refresher training courses are available via a virtual learning platform sponsored by the BRCC.

In accordance with HIPAA best practices and regulatory requirements, the BRCC advises the following training for HIPAA designees:

HIPAA Workforce Training Requirements			
Designee	Initial Training	Refresher Training	Curriculum Components
Privacy Officer	Within 90 days of appointment	Every 24 months	<ul style="list-style-type: none"> <li>Introduction to the Privacy Rule</li> <li>Introduction to the Security Rule</li> <li>Introduction to the Breach Notification Rule</li> <li>Introduction to the Enforcement Rule</li> <li>Introduction to the Security Risk Analysis</li> </ul>
Security Officer	Within 90 days of appointment	Every 24 months	<ul style="list-style-type: none"> <li>Introduction to the Privacy Rule</li> <li>Introduction to the Security Rule</li> <li>Introduction to the Breach Notification Rule</li> <li>Introduction to the Enforcement Rule</li> <li>Introduction to the Security Risk Analysis</li> </ul>
Designated Individual	Within 90 days of designation	Every 24 months	<ul style="list-style-type: none"> <li>Introduction to the Privacy Rule</li> <li>Introduction to the Security Rule</li> </ul>
Privacy Contact in an HR Business Function	Within 90 days of assignment	Every 24 months	<ul style="list-style-type: none"> <li>Introduction to the Privacy Rule</li> </ul>
Supervisors and Managers	Within 90 days of assignment	Every 36 months	<ul style="list-style-type: none"> <li>Introduction to the Privacy Rule</li> </ul>

The curriculum components outlined above are included within the range of instructional resources available through the Baldwin Professional Education Connection (“BPEC”), which offers live monthly webcasts featuring employee benefits related topics. The BPEC also conducts on-site training where necessary or otherwise required. For those individuals seeking to participate in our live broadcast training sessions, the following calendar outlines the available instructional opportunities available through December of 2024. Please note that all HIPAA Complete courses are broadcast on **the first Tuesday of each month, beginning at 3:00 pm eastern, 12:00 pm pacific and pre-registration is required.** Also, HRCI and SHRM continuing professional education credits are available for interested participants; however, credit is only available for participants joining live, rather than recorded, webcast presentations.

The BPEC’s educational opportunities are offered as a core service for the benefit of clients, prospective clients, and colleagues of Baldwin Risk Partners and its affiliate partnerships located throughout the United States. BPEC programming is developed in-house by the subject matter experts at the Baldwin Regulatory Compliance Collaborative. To the extent a program is supplemented with additional course materials, these items will be distributed to participants via email following the broadcast of the program, and an archive of previously broadcast presentations is available for viewing and downloading.

# Baldwin Professional Education Connection

## 2024 HIPAA Complete Training Calendar

Broadcast Date	Course Description	Speaker	Registration Link
<i>January 2, 2024</i>	<b><u>HIPAA 101:</u></b> <i>An Introduction to the Privacy Rule</i>	Natashia Wright	<a href="#">Register Here</a>
<i>February 6, 2024</i>	<b><u>HIPAA 102:</u></b> <i>An Introduction to the Security Rule</i>	Natashia Wright	<a href="#">Register Here</a>
<i>April 2, 2024</i>	<b><u>HIPAA 103/104:</u></b> <i>An Introduction to the Breach Notification and Enforcement Rules</i>	Jason N. Sheffield	<a href="#">Register Here</a>
<i>May 7, 2024</i>	<b><u>HIPAA 105:</u></b> <i>Introduction to the Security Risk Analysis</i>	Jason N. Sheffield	<a href="#">Register Here</a>
<i>June 4, 2024</i>	<b><u>HIPAA 101:</u></b> <i>An Introduction to the Privacy Rule</i>	Natashia Wright	<a href="#">Register Here</a>
<i>July 2, 2024</i>	<b><u>HIPAA 102:</u></b> <i>An Introduction to the Security Rule</i>	Natashia Wright	<a href="#">Register Here</a>
<i>August 6, 2024</i>	<b><u>HIPAA 103/104:</u></b> <i>An Introduction to the Breach Notification and Enforcement Rules</i>	Jason N. Sheffield	<a href="#">Register Here</a>
<i>September 3, 2024</i>	<b><u>HIPAA 105:</u></b> <i>Introduction to the Security Risk Analysis</i>	Natashia Wright	<a href="#">Register Here</a>
<i>October 1, 2024</i>	<b><u>HIPAA 101:</u></b> <i>An Introduction to the Privacy Rule</i>	Natashia Wright	<a href="#">Register Here</a>
<i>November 5, 2024</i>	<b><u>HIPAA 102:</u></b> <i>An Introduction to the Security Rule</i>	Natashia Wright	<a href="#">Register Here</a>
<i>December 3, 2024</i>	<b><u>HIPAA 103/104:</u></b> <i>An Introduction to the Breach Notification and Enforcement Rules</i>	Natashia Wright	<a href="#">Register Here</a>