



North Dakota Department of Health HIPAA Policy

Policy Title:	Workforce Sanctions	
Policy Number:	P-027	Version: 1.1 Updated September 3, 2003
Reference:	45 CFR 164.530(e); 45 CFR 164.530(g)(2)	
Applicability:	Department of Health	
Approved By:	Dr. Terry Dwelle, State Health Officer Arvy Smith, Deputy State Health Officer Darleen Bartz, HIPAA Coordinator, Privacy Officer	
Effective Date:	April 14, 2003	

Policy:

Sanctions will be taken against any NDDoH employee who violates NDDoH privacy and security practices.

Exceptions:

None

Procedure:

- All NDDoH staff are provided with HIPAA information or training as described in the Staff HIPAA Training policy.
- All allegations of NDDoH employees violating the HIPAA requirements or the NDDoH privacy and security policies and procedures will be investigated.
- Appropriate sanctions are determined based on the nature of the violation, including its severity, and may include verbal warnings, written warning, termination or legal action, including civil and criminal penalties.
- Any sanctions are documented and retained for a minimum of six (6) years.
- Sanctions will not be taken against NDDoH employees who file a complaint or refuse to follow a privacy or security policy or procedure that they believe is unlawful.

Related Forms:

HIPAA Complaint Form
Alleged HIPAA Violation Form

Definitions:

NDDoH – North Dakota Department of Health