

**PROVIDER ADVISORY #2022-023**  
**APD – HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**  
**(HIPAA) BASICS COURSE**

**ACTION REQUIRED**

**EFFECTIVE DATE: IMMEDIATELY**

**APD – Health Insurance Portability and Accountability Act (HIPAA) Basics Requirements**

Effective August 1, 2022, all providers must take the APD – Health Insurance Portability and Accountability Act (HIPAA) Basics training annually in TRAIN Florida and new hires must complete the training within 30 days of providing services. Agency owners can use the staff TRAIN Florida Transcript to help monitor this requirement.

If a provider cannot locate the APD – Health Insurance Portability and Accountability Act (HIPAA) Basics training course in TRAIN Florida, they are not assigned to the correct TRAIN Florida APD group. Please contact the APD LMS Support team at [apd.lmssupport@apdcares.org](mailto:apd.lmssupport@apdcares.org). Please enter APD HIPAA Training into the subject line.

**Available Resources**

The following resources are available to help providers manage the APD – Health Insurance Portability and Accountability Act (HIPAA) Basics training requirements:

- How to locate and manage the APD HIPAA Basics course in TRAIN Florida
  - [APD HIPAA Basics Instructions](#)
  - [APD HIPAA Basics Video Instructions](#)

If you have a question or require assistance, please email the APD Training Unit at [apd.lmssupport@apdcares.org](mailto:apd.lmssupport@apdcares.org).

TRAIN Florida APD Support Team Hours: Monday-Friday, 8a.m. – 5 p.m. EST, excluding holidays.