



## ***VHA PRIVACY POLICY TRAINING***

1. The Joint Commission on Accreditation of Healthcare Organizations (JCAHO), now called The Joint Commission, and Health Insurance Portability and Accountability Act (HIPAA) requires that all volunteers receive mandatory training upon entry and on an annual basis. We need to document that you have received this training.
2. Please review carefully the attached information on the following topics:

**VHA Privacy Policy**  
**Privacy & Release of Information**  
**Veterans Rights**  
**Uses of Information within VA**  
**Purposes Requiring Prior Written Authorization**  
**Release of Information Outside of VA**  
**Operational Privacy Requirements**  
**Freedom of Information Act (FOIA)**

I have reviewed the information on topics listed above and acknowledge that I am responsible for adhering to the guidelines discussed.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return to:**

**VA Medical Center at Memphis**  
**Voluntary Service (135)**  
**1030 Jefferson Ave**  
**Memphis, TN 38104**  
**(901) 577-7305**

**Thank you for your cooperation.**