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## Zoom: HIPAA Template

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## Zoom: HIPAA Template

To ensure security when scheduling a Zoom meeting that may contain HIPAA sensitive information, hosts are required to use the "HIPAA" Template available in Zoom. See below features enabled/disabled when selecting this template.

### HIPAA Template Features:

#### Enabled Features

Waiting Room

Record/AI Companion (host only)

Captions

Screen Sharing (enable once meeting begins ➡ host tools



and select "Share Screen" )

Annotation

Whiteboard

Q&A

Raising hand reaction ONLY

#### Disabled Features

Chat

Transcription Download

Adding Co-Hosts

Polls

Quizzes

Participants profile pictures visible

Reactions (emojis, yes, no, slow down, speed up)

### How to select "HIPAA" template when scheduling a Zoom meeting:

1. Log into Outlook (Zoom Plug-In feature), Zoom Desktop App, or Zoom Web Portal (fau-edu.zoom.us)
2. Select "Schedule"
3. Scroll down to "Template"
4. Select "HIPAA" (see below)

Template

Personal templates

None

Whiteboard

Account templates

**HIPAA**

Security

Non-PHI

## **Tips when Scheduling a Zoom Meeting:**

- Add alternative hosts
- Check box to enable Q&A feature (see below)

Options

Hide

☐ Allow participants to join anytime

☒ Q&A

☐ Mute participants upon entry

☐ Automatically record meeting

☐ Automatically start meeting summary

☒ Approve or block entry to users from specific regions/countries

Block users from: Belarus, India, Russia [Edit](#)

Alternative Hosts

Import into Mediasite

**Save** Cancel

- Once meeting has begun, host needs to enable participants the ability to submit questions for Q&A feature (see below)

Q&A

Open

Answered

Dismissed

☒ Participants can submit questions

☐ Allow anonymous questions

Allow participants to view

☐ Answered questions only

☒ All questions

☐ Participants can upvote

☐ Participants can comment

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