

Knowledgebase > Instructional Resources > Zoom: HIPAA Template

Zoom: HIPAA Template

Samantha Starr - 2024-08-21 - Instructional Resources

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

Host tools

Host tools and select "Share Screen")

Annotation

Whiteboard

Q&A

Raising hand reaction ONLY

Disabled Features

Chat

Transcription Download Adding Co-Hosts

Polls

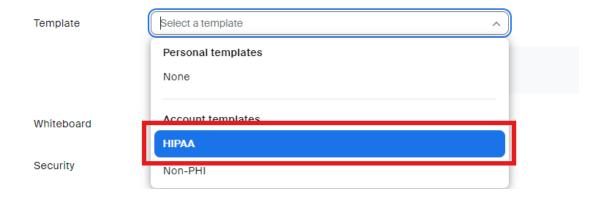
Quizzes

Participants profile pictures visible

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

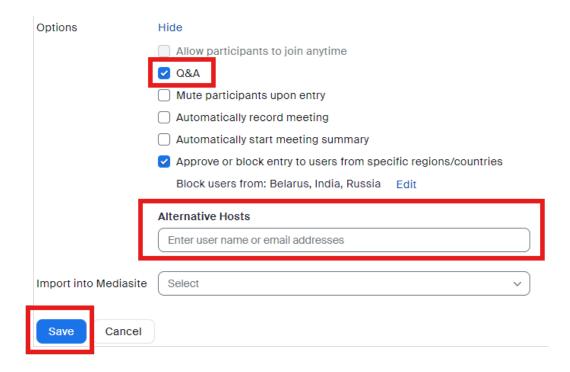
How to select "HIPAA" template when scheduling a Zoom meeting:

- 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)

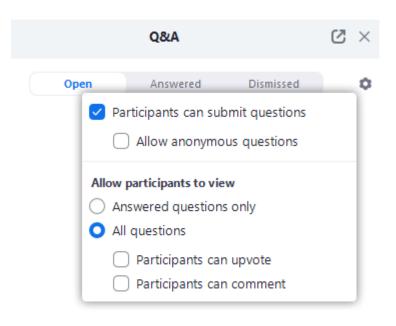


Tips when Scheduling a Zoom Meeting:

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



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



- Tags<u>HIPAA</u>
- Zoom