

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	Disabled Features
Waiting Room	Chat
Record/AI Companion (host only)	Transcription Download
Captions	Adding Co-Hosts
Screen Sharing (enable once meeting begins →host tools Host tools and select "Share Screen" )	Polls
Annotation	Quizzes
Whiteboard	Participants profile pictures visible
Q&A	Reactions (emojis, yes, no, slow down, speed up)

Raising hand reaction ONLY

# 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)

Template	Select a template
	Personal templates
	None
Whiteboard	Account templates
	НІРАА
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
	Alternative Hosts          Enter user name or email addresses
Import into Mediasite	Alternative Hosts Enter user name or email addresses Select

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

	Q&A		Ø
Open	Answered	Dismissed	
<b>P</b>	articipants can sul	bmit questions	
0	Allow anonymo	ous questions	
Allow	/ participants to vie	w	
	nswered question	s only	
<b>O</b> A	ll questions		
	] Participants ca	n upvote	
(	Participants ca	n comment	

Tags			
HIPAA			
Zoom			