FLORIDA ATLANTIC UNIVERSITY
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Zoom: HIPAA Template

Samantha Starr - 2024-08-21 - Instructional Resources

Zoom: HIPAA Template

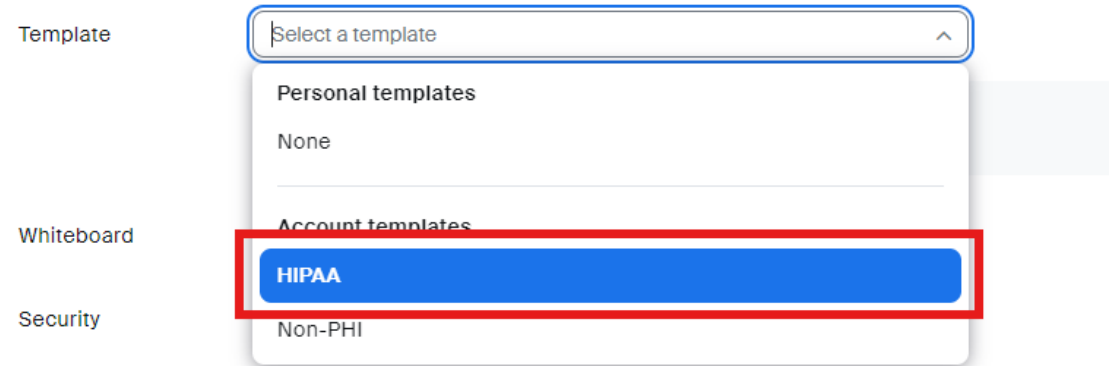
To ensure security when scheduling a Zoom meeting that may contain HIPAA sensitive information, hosts are required to use the "HIPAA" Template available in Zoom. See below features enabled/disabled when selecting this template.

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  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	

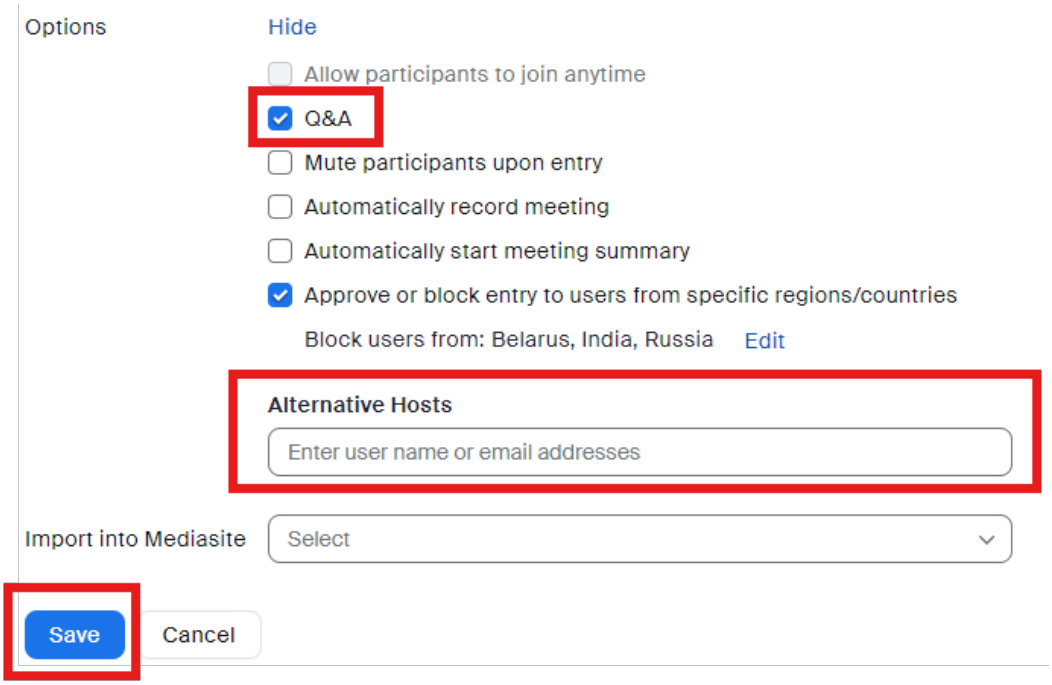
How to select "HIPAA" template when scheduling a Zoom meeting:

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)

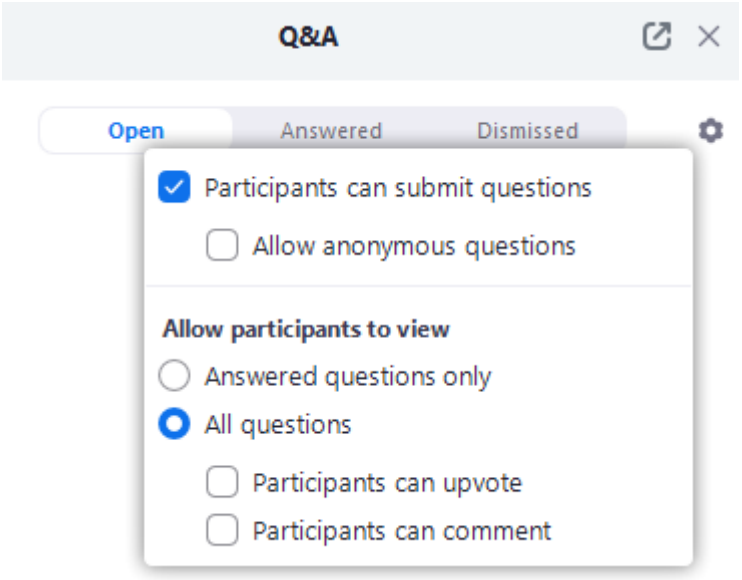


Tips when Scheduling a Zoom Meeting:

- 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
- HIPAA
- Zoom