



## 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 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)

### **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