



## 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)

The screenshot shows the Zoom meeting scheduling interface. On the left, there are labels for 'Template', 'Whiteboard', and 'Security'. The 'Template' dropdown menu is open, showing 'Personal templates' (None) and 'Account templates' (HIPAA, Non-PHI). The 'HIPAA' option is highlighted with a red box.

## Tips when Scheduling a Zoom Meeting:

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

The screenshot shows the 'Options' section of the Zoom meeting scheduling interface. The 'Q&A' checkbox is checked and highlighted with a red box. Below it, the 'Alternative Hosts' section is highlighted with a red box, showing a text input field for 'Enter user name or email addresses'. At the bottom, the 'Save' button is highlighted with a red box.

- 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

Tags

HIPAA

Zoom