

HIPAA PRIVACY AND SECURITY COURSE LIST

HIPAA Privacy Basics

Course Description

Hospital administrative and clinical staff learns the basic principles of the Privacy, Security, and Transaction and Code Set Regulations. The course explains who is affected by HIPAA, what is protected, consequences of noncompliance, and the impact of the new regulations on acute care facilities.

Lessons in Course (13):

- HIPAA Background
- Federal and State Laws
- Persons or Entities Affected by HIPAA
- HIPAA Privacy Rule
- The HIPAA Security
- Major Elements of HIPAA Privacy
- Why the Privacy Rule Is Important
- What the Privacy Rule Protects
- What Happens If You Fail to Meet HIPAA Requirements
- Impact of HIPAA on Hospitals
- Protected Health Information (PHI) in Hospitals
- Use of PHI in Hospitals
- HIPAA Basics

After completing this course you will be able to:

- ✓ Understand general principles of the Privacy and Security rules.
- ✓ Describe the history and structure of the HIPAA law.
- ✓ Know the importance of complying with the Privacy Rule Requirements.
- ✓ Describe protected health information (PHI) is under the Privacy Rule.
- ✓ Affectively identify PHI.
- ✓ Explain how hospital staff should think about patient information.

Use and Disclosure of Protected Health Information

Course Description

Hospital administrative and clinical staff learns the basic principles of the Privacy, Security, and Transaction and Code Set Regulations. The course explains who is affected by HIPAA, what is protected, consequences of noncompliance, and the impact of the new regulations on acute care facilities.

Lessons in Course (19):

- How to Use and Disclose Protected Health Information
- What are Uses and Disclosures
- Written Authorization and Verbal Consents for the Use and Disclosure of PHI
- Authorization Core Elements and Requirements
- When Authorizations Are Required
- Ways PHI Can Be Disclosed

- Requests for PHI
- Reasonable Reliance
- Restriction Agreements and Terminations
- De-identification of Protected Health Information
- Release of PHI Relating to Deceased Individuals
- Personal Representatives
- Disclosure of PHI to Consumer Reporting Agencies
- Uses and Disclosures Where an Authorization is Required or Opportunity to Agree or Object Is Not Required
- Uses and Disclosures Required By Law
- Five Categories of Public Health Authorities

After completing this course you will be able to:

- ✓ Use protected health information in a confidential manner within your hospital.
- ✓ Disclose PHI to other health care organizations your hospital works with such as insurance plans.
- ✓ Understand when an authorization is required and what type of information needs to be included.
- ✓ Distribute PHI to staff according to the minimum standard rules.
- ✓ Determine when to release PHI to personal representatives, consumer reporting agencies and other legal entities.
- ✓ Know when to share PHI without authorization.

Patients' Rights

Course Description

This course focuses on new rights patients are entitled to according to the Privacy Rule. Students learn that patients have rights to access, change, and influence how their protected health information is used and disclosed by hospitals and other organizations.

Lessons in Course (25):

- Patient Rights
- Right of Access to PHI
- Patient Requested Restrictions
- Patient Requested Restrictions and Terminations
- Confidential Communications and Disclosures
- The Right to Amend PHI
- Accepting an Amendment
- Forwarding an Amendment
- Soliciting Information from an Individual for the Identification of Others Who Need To Be Informed of an Amendment
- Amending an Individuals PHI
- Identifying Information Relevant to an Amendment Request
- Written Requests for Changes to PHI
- Denying an Amendment Request
- Activities That Must Take Place Once a Denial Has Taken Place
- Accounting for Disclosures of PHI
- Requirements for Accounting Statements
- Processing Accountings Without Information About Disclosures To Health Oversight Agencies or Law Enforcement Officials
- Fees for Accounting

- Exceptions to Accounting Statements
- Patient's Rights to Make Complaints
- Patient's Rights Summarized

After completing this course you will be able to:

- ✓ Understand patient's new rights granted by the Privacy Rule.
- ✓ Develop new procedures to protect patient's rights in hospitals.
- ✓ Honor patient requests regarding their PHI and your communication with them.
- ✓ Understand how and when to amend a patient's record according to the Privacy Rule.
- ✓ Deny amendments when necessary.
- ✓ Maintain, present and distribute accounting information appropriately.

Distributing Privacy Notices

Course Description

Hospital staff learn how to use a notice of privacy practices, when patients receive a notice of privacy, what needs to be included within a notice, how to demonstrate that all patients are given a notice and what to do when a patient refusing to acknowledge receipt of a notice.

Lessons in Course (14):

- Individual Rights as They Apply to Privacy Notices
- Patient's Rights to a Privacy Notice
- Content of a Privacy Notice
- Using Plain Language in a Privacy Notice
- Using a Privacy Notice to Tell Patient's How Their PHI Will Be Used and Disclosed
- Description of Provider and Health Plan Responsibilities As Part of a Privacy Notice
- Contact Information and Effective Date as Part of a Privacy Notice
- Optional Elements as Part of a Privacy Notice
- Notice of Privacy Practices for PHI
- Gaining a Privacy Notice Acknowledgement
- Deal With Privacy Notice Acknowledgements During an Emergency
- Electronic Distribution of Privacy Notices
- Joint Privacy Notices by Separate Organizations
- Privacy Notice Requirement Summary

After completing this course you will be able to:

- ✓ Appreciate patient's rights to a Privacy Notice.
- ✓ Understand the basic components of a Privacy Notice.
- ✓ Develop new procedures to give your medical group clients Privacy Notices.
- ✓ Distribute Privacy Notices electronically to patients.
- ✓ Work with other health care providers such as hospitals and health plans to use similar of the same Privacy Notices.
- ✓ Gain Privacy Notice acknowledgements according to the Privacy Rule requirements.

Payment And Billing Activities

Course Description

This course teaches students how the Privacy Rule affects payment and billing activities. Lessons focus on topics such as handling of PHI for payment purposes, payment definition under the privacy rule and the use of debt collection agencies.

Lessons in Course (5):

- Payment Definition According to the Privacy Rule
- Handling PHI for Payment Purposes
- Disclosing Payment Information to Individuals Providing Assistance to a Patient
- Use of Debt Collection Agencies
- Collection of Payment from Parties Other Than the Patient

After completing this course you will be able to:

- ✓ Understand the Privacy Rules definition of payment.
- ✓ Develop new procedures for processing payment in your medical group practice according to the Privacy Rule.
- ✓ Share PHI with people helping a patient.
- ✓ Work with collection agencies and other parties to gain payment.

Research Basics

Course Description

This course teaches students how the Privacy Rule affects research activities. Lessons focus on topics such as handling of PHI for research purposes, Privacy Board basics, limited data sets, and research accounting requirements.

Lessons in Course (18):

- The Privacy Rule Changes How Researchers Collect Information
- Facing The New Privacy Rule Challenges For Health Services Researchers
- Why The Privacy Rule Is Important to Health Services Researchers
- Research Under The Privacy Rule
- Privacy Boards
- Research Authorizations
- IRB or Privacy Board Waiver Of Authorizations
- De-Identified Health Information
- Limited Data Sets
- Data Use Agreements and Limited Data Sets
- Using Protected Health Information (PHI) in Research
- Use Of Protected Health Information (PHI) For Research Preparation
- Use Of Protected Health Information (PHI) For Research On Decedents
- Use of Protected Health Information (PHI) For Research Purposes
- Compliance With The Common And Privacy Rules
- Health Care Operations Research
- Research Accounting Statements
- Practical Considerations For Research

COURSE DESCRIPTION FOR SECURITY MODULE

BASIC SECURITY: Understanding the HIPAA Regulations

Course Description

This course teaches staff working in healthcare environments the basic concepts of the Security Rule and its application within the healthcare environment. The lessons teach how healthcare organizations must ensure that practices are in place to protect the security of electronic protected health information (ePHI). Students are helped to understand how simple security precautions have considerable impact on ensuring that ePHI is being used and maintained in a secure manner within an organization.

Audience:

Administrative and clinical staffs working in healthcare organizations needing to have baseline knowledge about HIPAA security.

Lessons in Course (17):

- The Security of Electronic Protected Health Information
- Examples of ePHI
- Security Practices
- Security Safeguards
- Reporting Security Risks to Security Officers
- Your Organization's Security Program
- What Are Physical Safeguards?
- Secure Work Environments
- Security of the ePHI You Handle
- Accessing Organizational ePHI
- Technology Risks
- Organizational Security Maintenance
- Password Maintenance
- Computer Audits
- Working Through Computer Challenges
- Disposing ePHI (Electronic Protected Health Information)
- My Responsibilities for Securing Protected Health Information (Summary of User Security Practices)

After completing this course you will be able to:

- ✓ Understand basic security principles regarding ePHI
- ✓ Describe simple strategies for protecting the security of ePHI
- ✓ Define how to address identified risks to the security of ePHI
- ✓ Explain the basic structure of the organization's security program
- ✓ Define the personal responsibility you have regarding the security of the organization's ePHI

Understanding the HIPAA Transactions and Code Sets Regulations

Duration: Approximately 1.5 Hour

Course Description

The HIPAA legislation maintained the "adopting national standard EDI formats for health care transactions would greatly decrease the burden on health care providers and their billing services, as would standardized data content." Understanding The HIPAA Transactions and Code Sets Regulations discusses the purpose of the HIPAA transaction and code set regulation. Students will learn how the business of providing health care will change to comply with the TCS regulations, gain a general understanding of the application of the new transaction and code set standards know where to obtain important implementation information, and review the benefits of TCS for providers.

Audience:

Administrative and clinical staffs working in small and large health care organizations.

Lessons in Course (31):

- Why Am I Taking This Course?
- Review Of The HIPAA Legislation
- Understanding Administrative Simplification
- The HIPAA Promise
- The HIPAA Transactions And Code Sets Mandate
- Purpose Of TCS Regulation
- Requirements Of The TCS Standards
- Implementation Of The TCS Regulations
- What Are The HIPAA Standard Transactions?
- Enrollment And Disenrollment In A Health Plan Transaction (834)
- Health Plan Premium Payment Transaction (820)
- Eligibility For A Health Plan Transactions (270/271)
- Referral Certification And Authorization Transaction (278)
- Health Care Claims Or Equivalent Encounter Information Transaction (837)
- Claims Status Request And Response Transactions (276/277)
- Health Care Payment And Remittance Advice Transaction (835)
- Coordination Of Benefits Transaction (837)
- Understanding the Relationships Between the Standard HIPAA Transactions?
- What Does "Standard Code Set" Mean?
- HIPAA Approved Medical Code Sets
- What About Local Codes?
- HIPAA Approved Non-Medical Code Sets
- Additions To Standard Code Sets
- National Correct Coding Initiative
- What Are The HIPAA Required Unique Identifiers?
- HIPAA Approved Unique Identifiers
- Pending Unique Identifiers
- Unique Identifiers Being Reconsidered
- What Does Adopting The TCS Standards Do For Providers?
- Opportunities For Providers Resulting From TCS Implementation
- Where Can I Turn For Information About Being Compliant With The HIPAA TCS Requirements?

After completing this course you will be able to:

- ✓ Understand the principles of the Transaction and Code Sets Regulations.
- ✓ Know the importance of complying with the TCS Requirements.
- ✓ Obtain important implementation information.
- ✓ Review the benefits of TCS for providers.
- ✓ Explain Congress's vision for more standardized health administration.