

## Summer / Fall 2008

Each course is designed to teach exactly what employees *need* to know about HIPAA. Depending on the course selected, it could range from one to five modules. Five module courses include modules on *HIPAA Overview, Privacy, Security, plus Privacy & Security Scenario* modules for the role they are taking (Physician, Office Manager, etc.). Three module courses provide a condensed module of *HIPAA Overview, Privacy, Security, plus two Scenario* modules for the role they are taking. One module courses provide a condensed version of *Overview, Privacy, & Security*.

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### Module Description

**Overview Module** - This module will help you understand the federal law and the different sets of federal regulations issued by the Department of Health and Human Services. It also takes a look at the requirements for electronic data transaction standards, code sets, and unique identifiers. Upon completion of this module, users will be able to: - explain how HIPAA will impact healthcare organizations - describe the covered entities that must comply with HIPAA - outline the penalties imposed for non-compliance - describe the standards required for use with electronic transactions - identify the code sets that must be used under HIPAA - describe the different types of identifiers that will be used under HIPAA. Quizzes are inserted in the course and a final test is presented at the end of the course.

**Privacy Module** - This module will help you understand the specific requirements of the privacy regulations, which are designed to protect the confidentiality of individuals' health information. Upon completion of this module, users will be able to - describe the timeline for compliance with the privacy regulations. - define important terms relating to the privacy regulations. - describe key requirements of the privacy regulations and their impact on healthcare operations. - recognize steps that must be taken to comply with the regulations. Quizzes are inserted in the course and a final test is presented at the end of the course.

**Security Module** - This module will help you understand the specific requirements of the security regulations, which are designed to protect the security of all electronic individual health information. Upon completion of this module, users will be able to: - describe the timeline for compliance with the security regulations - define important terms relating to the security regulations - describe key requirements of the security regulations and understand their impact on healthcare operations - recognize steps that must be taken to comply with the regulations. Quizzes are inserted in the course and a final test is presented at the end of the course.

**Privacy & Security Scenarios** - These courses present a number of theoretical scenarios and requires the student to answer questions on appropriate actions in that scenario. This will help students understand the implications of the HIPAA regulations and what you must done to comply. Prerequisites are the Privacy and Security modules. Upon completion of this course, students will be able to: - describe specific situations involving the privacy & security rules and take the necessary steps to comply with the regulations.

**Privacy & Security Overview (PSO)** – This one module course will help you understand the federal law and the different sets of federal regulations issued by the Department of Health and Human Services. This module provides a summary of content taught in the Privacy, Security, and Transactions & Code Sets modules, and can be used as an alternative to those three courses for professionals serving in non-managerial positions. Upon completion of this lesson, users will be able to: - explain how HIPAA will impact healthcare organizations - define the covered entities that must comply with HIPAA - list the penalties imposed for non-compliance - describe the standards required for use with electronic transactions - identify the code sets that must be used under HIPAA - describe the different types of identifiers that will be used under HIPAA - outline key privacy & security requirements - recognize steps that must be taken to comply with the regulations. Quizzes are inserted in the course and a final test is presented at the end of the course.

Course Title	Overview	Privacy	Security	Scenario	PSO
<b>Hospital Healthcare Professionals</b>					
Board Member & Senior Executive				●	●
Billing Staff				●	●
Physicians	●	●	●	●	
General Services					●
Psychiatrists	●	●	●	●	
Medical Records Staff				●	●
Nurses & MT's				●	●
Pharmacist	●	●	●	●	
Podiatrists	●	●	●	●	
Hospital Staff					●
Hospital Staff (Spanish)					●
Security Only—Level I			●		
Security Only—Level II			●	●	
<b>Health Plan Professionals</b>					
Board Member & Senior Executives				●	●
Case Managers				●	●
Claims Processors				●	●
Department Managers	●	●	●	●	
Quality Oversight Staff				●	●
General Services					●
<b>Employers with Group Health Plans</b>					
Senior Executives				●	●
HR/Benefit Managers	●	●	●	●	
IT Dept	●	●	●	●	
Finance Dept	●	●	●		
Public Employees (Advanced)	●	●	●	●	
First Line Managers					●
<b>Business Associates</b>					
Business Associate Level 1					●
Business Associate Level 2				●	●
Business Associate Level 3	●	●	●	●	

Course Title	Overview	Privacy	Security	Scenario	PSO
<b>OP Surgery Center Professionals</b>					
Dentists	●	●	●	●	
Physicians	●	●	●	●	
Podiatrists	●	●	●	●	
Patient Care Provider	●	●	●	●	
OP Surgery Staff					●
OP Surgery Staff (Spanish)					●
<b>Provider Practice Professionals</b>					
Front Desk—Level I				●	●
Front Desk—Level II	●	●	●	●	
Billing Staff				●	●
Nurses & MT's	●	●	●	●	
Office Managers	●	●	●	●	
Optometrists	●	●	●	●	
Physicians	●	●	●	●	
Physicians (Sleep)	●	●	●	●	
Sleep Technologists	●	●	●	●	
Podiatrists	●	●	●	●	
Psychiatrists	●	●	●	●	
Psychologists	●	●	●	●	
General Staff (English or Spanish)					●
<b>Behavioral Health Professionals</b>					
Psychiatrists	●	●	●	●	
Psychologists	●	●	●	●	
<b>Alternative Health Professionals</b>					
Acupuncturist	●	●	●	●	
Chiropractor	●	●	●	●	
Chiropractic Assistants				●	●
<b>Pharmacy's</b>					
Retail Pharmacist	●	●	●	●	
Pharmacy Staff				●	●
Pharmacy Staff (Spanish)					●