



Facility Specific Covered Entity HIPAA Training

HIPAA Training is about protecting the health information of patients which has been entrusted to you. Completing the on-line training is only the first step in the process.

Please complete the following activities to ensure your understanding of HIPAA safeguards specific to your workplace.

Review the following items:

- HIPAA Compliance Manual which should include federal and state laws about the protection of patient information. The following policies should be reviewed:
 - Privacy policies outlining how your facility may use/disclose protected health information and how your practice will address certain patient rights.
 - Security policies which describe how electronic information will be protected in your facility.
 - Employee specific policies of your facility to include the Sanctions Policy.
- Notice of Privacy Practices – Read and ask your HIPAA officer any questions you may have about your facility’s document.
- Process to handle requests for release of health information.
- Process when patients ask for a copy of their health information.
- Process for leaving messages on answering machines.
- Safeguards in the facility to protect PHI/ePHI
 - Securing of paper documents (charts, lab reports, daily schedules)
 - Screen savers/position of computer screens
 - Vendor/visitor access
 - Areas for confidential conversations

Answer the following questions:

Who is the HIPAA officer in your facility?

_____.

If you suspect a BREACH or other privacy/security incident has occurred, to whom would you report the incident?

Do you have an individual login and password to access programs housing patient? _____

Take this completed form and the proof of training document provided at the satisfactory completion of your on-line training to your manager or HIPAA Officer.

Employee/Worker

Date

HIPAA Officer/Manager

Date

Additional Reading and Reference Material

1. Health Information. Privacy, Security, Breach - <http://www.hhs.gov/ocr/privacy/>
2. Privacy Regulations. www.hhs.gov/ocr/privacy/hipaa/administrative/privacyrule/index.html
3. Security regulations. www.hhs.gov/ocr/privacy/hipaa/administrative/securityrule/index.html
4. HHS Q & A Section. <http://www.hhs.gov/ocr/privacy/hipaa/faq/index.html>
5. HIPAA training resources from HHS. <https://www.hhs.gov/hipaa/for-professionals/training/index.html>
6. Special Topics in Health Information Privacy. <https://www.hhs.gov/hipaa/for-professionals/special-topics/index.html>
7. Bricker and Eckler. <http://www.bricker.com/services/resource-details.aspx?resourceid=117>

HIPAA Basics for Providers: Privacy, Security, and Breach Notification Resources Medicare Learning Network Fact Sheet – September 2018	
Covered Entities	Covered Entity Guidance CMS.gov/Regulations-and-Guidance/ Administrative-Simplification/HIPAA-ACA/ Downloads/CoveredEntitiesChart20160617.pdf Fast Facts HHS.gov/hipaa/for-professionals/covered-entities/fast-facts
Business Associates	Contracts HHS.gov/hipaa/for-professionals/covered-entities/sample-business-associate-agreement-provisions Frequently Asked Questions HHS.gov/hipaa/for-professionals/faq/business-associates
Communicating with a Patient's Family, Friends, or Others Involved in the Patient's Care	HHS.gov/sites/default/files/provider_ffq.pdf HHS.gov/hipaa/for-professionals/special-topics/ mental-health
Emergency Situations: Preparedness, Planning, and Response	HHS.gov/hipaa/for-professionals/special-topics/ emergency-preparedness
PHI Disposal	HHS.gov/sites/default/files/ocr/privacy/hipaa/enforcement/examples/disposalfaq.pdf
Privacy and Security of Electronic Health Records (EHR)	HealthIT.gov/topic/privacy-security-and-hipaa
Model Notices of Privacy Practices	HHS.gov/hipaa/for-professionals/privacy/ guidance/model-notices-privacy-practices
Omnibus HIPAA Final Rule (2013 Modifications to the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules)	GPO.gov/fdsys/pkg/FR-2013-01-25/pdf/2013- 01073.pdf
Security Rule Guidance Material	HHS.gov/hipaa/for-professionals/security/ guidance
Training Materials	HHS.gov/hipaa/for-professionals/training

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