

### OVERVIEW

In 1996, Congress enacted the **Health Insurance Portability and Accountability Act (HIPAA)** for the purpose of developing national patient record privacy standards. HIPAA has requirements that entities like doctors, hospitals, and health plans have to follow. HIPAA also has requirements that we, as individual health care workers, have to follow as well. HIPAA is a federal law that protects the privacy of a person's health information, making health care communication confidential. HIPAA's privacy section applies to the protection of all individually identifiable health information in all forms, including oral, written, and electronic communication. The HIPAA privacy rule creates the first national standard to protect individual's medical records and other personal health information.

HIPAA affects nearly everything we do in health care so it is vitally important to understand it. HIPAA includes serious fines, penalties, and sanctions if we carelessly or intentionally violate it. Yet HIPAA actually shields you from liability as long as you are careful, act in good faith, and meet HIPAA's basic legal requirements.

### HIPAA TERMS

**Confidentiality-** A means of protecting health information and safeguarding it from unauthorized distribution.

**Consent** – A patient's agreement with the release or disclosure of personal health information.

**Covered Entity** – any doctor's office, clinic, hospital, nursing home, or other entity that is covered under HIPAA law. Nearly every health care provider in America is a Covered Entity.

**Protected Health Information (PHI)** – refers to a patient's medical (and billing) records that are "protected" under HIPAA. PHI can be any individually identifiable information about a patient's health or condition, past, present, or future. PHI can be in any form: written, electronic, printed, recorded, photographed, or oral data that can be used to identify a patient's health.

**Minimum Necessary Rule (Need to Know)** – a HIPAA requirement that we must only use or disclose the PHI necessary to do a particular job or task. Provide information or discuss a patient with someone who only has a specific reason, or need, for the information and provide only what is necessary.

**Notice of Privacy Practices (NPP)** – a special printed notice that HIPAA requires Covered Entities to give to their patients. The NPP tells patients about how their PHI may be used or disclosed by the Covered Entity, and it tells patients about their HIPAA rights and how to use them.

**TPO-** an exception to Minimum Necessary Rule (Need to Know.) HIPAA states that when treatment, payment, and health care operations (TPO) are necessary, we do not have to limit PHI to the minimum necessary. PHI may be used and disclosed without the patient's written authorization. Physicians, nurses, and other caregivers may use PHI needed to treat patients.

### BASIC REQUIREMENTS

All Covered Entities, regardless of size, are required under HIPAA to do certain, basic things to be compliant with the law. Covered Entities are generally required to:

- Provide information to patients about their privacy rights and how their information may be used (Notice of Privacy Practices).
- Adopt clear privacy and security policies and procedures.
- Train employees on the basics of HIPAA and the organization's own HIPAA policies and procedures.
- Designate an individual to be responsible for HIPAA compliance and for resolving patient complaints.
- Secure patient records so they are protected from misuse or inappropriate disclosure.
- Keep records of certain kinds of disclosures or releases of patients' PHI.
- Retain most HIPAA compliance documents for a minimum of six years.
- Adopt general physical safeguards to protect the facility and patient privacy and security.

# Hipaa Training Manual

**Supremus Group LLC**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the 'Supremus Group LLC' text.

## **Hipaa Training Manual:**

**The Basics of HIPAA Compliance** Apex Legal Publishing, 2023-09-27 Intended as a training tool for employees this short but comprehensive manual introduces and explains all the core concepts involved in managing and handling health care information in compliance with HIPAA regulations Also includes a glossary of HIPAA terms and phrases Training in some form is required under HIPAA regulations but the rules are vague as to what form that training should take Training should be provided as necessary and appropriate for members of the workforce to carry out their functions HIPAA Privacy Rule and covered entities and business associates should implement a security awareness and training program for all members of the workforce HIPAA Security Rule There is no requirement that calls for video sessions exams or certificates Jump start your HIPAA training program and quickly get to the all important good faith effort benchmark by distributing this manual to employees who handle patient records scheduling a question and answer meeting after they ve read the manual and having them sign and submit the training acknowledgement form included at the back of the book Retain the acknowledgement forms and a record of the meeting to document your training as required by HIPAA If you do not have a comprehensive HIPAA compliance program in place getting your people through a basic training program and documenting that fact should not be delayed while you develop your policies procedures and advanced training programs This manual should not be substituted for a comprehensive ongoing training program where advanced training is provided for company specific procedures or specific job responsibilities Please be advised however that NO training program no matter how expensive or extensive can guarantee that any individual auditor or investigator will approve your efforts The regulatory authorities do not license accredit or certify any trainers or training HIPAA Training Handbook for the Nursing/Clinical Staff Opus Communications, 2003 **Hipaa Training Manual** Ed Nash, 2003-01-01 *HIPAA Training Handbook for the Healthcare Staff* Opus Communications, 2002 **Hipaa Focused Training 2 Business Associates and Covered Entities** Daniel Farb, M.D., 2003-12-01 *Hipaa Focused Training 3d Notice of Privacy Practices* Daniel Farb, 2003-12-01 **Hipaa Focused Training 4a Data and Computer Security** Daniel Farb, 2003-12-01 *HIPAA Privacy*, 2003\* Hipaa Focused Training 3C Marketing Daniel Farb, 2003-12-01 **Hipaa Focused Training 3B Psychotherapy and Country Doctors** Daniel Farb, M.D., 2003-12-01 Hipaa 3a Privacy Uses and Disclosures Daniel Farb, 2003 *Hipaa 1 Overview* Daniel Farb, 2003 **Hipaa 3d Notice of Privacy Practices** Daniel Farb, 2003 *Hipaa 3C Marketing* Daniel Farb, 2003 HIPAA Certification Training Official Guide: CHPSE, CHSE, CHPE Supremus Group LLC, 2014-05-26 **HIPAA 2 Business Associates and Covered Entities Manual** Daniel Farb, 2004-06-01 HIPAA 2 covers the rules of covered entities and business associates through the story of Dior Armani Medical Center in Beverly Hills Nurse Hitchcock has decided to implement HIPAA in her hospital ahead of schedule and is throwing everyone into confusion That includes a pharmaceutical company that is seeking clinical trial patients for its antidepressant drug by getting movie starlets as subjects The confusion

of what constitutes a business associate is gradually cleared up as a movie star comes into the emergency room for treatment

**HIPAA Training Handbook for HIM Staff**, 2003      The Complete Concise HIPAA Reference 2014 Edition Supremus Group LLC, 2014-05-21 HIPAA Overview      **Hipaa Privacy Compliance Planning** Daniel Farb, 2003-12-01      *HIPAA* June M. Sullivan, 2004 This concise practical guide helps the advocate understand the sometimes dense rules in advising patients physicians and hospitals and in litigating HIPAA related issues

Hipaa Training Manual: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the captivating narratives that have enthralled audiences this year. Hipaa Training Manual : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Hipaa Training Manual : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and suspenseful novel that will keep you wondering until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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