

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

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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
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