

Each course is designed to teach exactly employees what they *need* to know. Our HIPAA curriculums range from one to five courses and reflect the 2009 ARRA provisions. Topics include an *Overview of HIPAA, Privacy, Security*, plus our role-based *Privacy & Security Scenario* courses. Within each course are review questions to enhance comprehension and a post-test with a printable certificate of completion. Also, simply login to our Online Education Center to track learner progress and test scores via.

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### HIPAA Course Library

**Overview Curriculum**—These courses help learners understand the federal law and the different sets of federal regulations issued by the Department of Health and Human Services (DHHS). It also takes a look at the requirements for electronic data transaction standards, code sets, and unique identifiers. Upon successful completion of this curriculum, learners 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 and describe the different types of identifiers that will be used under HIPAA.

**Privacy Curriculum**—This curriculum teaches the specific requirements of privacy regulations, which are designed to protect the confidentiality of individuals' health information. Upon successful completion of this curriculum, learners 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 and recognize steps that must be taken to comply with the regulations.

**Security Curriculum**—Our HIPAA Security courses teach the specific requirements of security regulations, which are designed to protect the security of all individual electronic health information. Upon successful completion of this curriculum, learners 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 and recognize steps that must be taken to comply with the regulations.

**Privacy & Security Scenarios Curriculum**—These courses present a number of theoretical scenarios and requires the learner to answer questions on appropriate actions in that scenario. This will help students understand the implications of the HIPAA regulations and what must done to comply. Prerequisites are the Privacy and Security curriculums. Upon successful completion of these courses, learners 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) Course**—In this course students will learn the federal law and the different sets of federal regulations issued by the Department of Health and Human Services (DHHS). The course provides a summary of content taught in the *Privacy, Security, and Transactions & Code Sets* courses and can be used as an alternative to our three courses for professionals serving in non-managerial positions. Upon successful completion of this course, learners will be able to: explain how HIPAA impacts 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 and recognize steps that must be taken to comply with the regulations.

| 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)                |          |         |          |          | ●   |