

# HIPAA Compliance

## Training Camp

Las Vegas, Nevada • April 28-29, 2021



This training camp is designed to train providers and health care professionals responsible for HITECH, privacy and security in a health care facility. Option to Certify Online after Camp.

## About This Live Event

**Prerequisites:** We recommend five (5) or more years of experience working with HIPAA compliance or healthcare compliance, preferably as a HIPAA Compliance Officer or healthcare compliance professional.

**Advanced Preparation:** A number of documents will be provided to you electronically before camp begins. You are responsible for reviewing these documents prior to the first day of camp.

**Program Level:** Basic

**Instructional Delivery Method:** Group Live

*A hard copy training manual is provided at camp. Additional training materials are provided to you electronically after the training camp ends.*

## Earn Continuing Education Units (CEUs) & CPEs for Accountants



**18 CEUs:** This program has been approved for 18 continuing education units by the American Institute of Healthcare Compliance for AIHC Certified Professionals. These continuing education units may be applied towards the Core, HIPAA, and Ethics Category CEU Renewal Requirements for the following AIHC credentials: CHCO, CHA, CIFHA, and OHCC.



**18 CEUs:** This program has been approved for 18 continuing education units for use in fulfilling the continuing education requirements of the American Health Information Management Association (AHIMA). Granting prior approval from AHIMA does not constitute endorsement of the program content or its program sponsor.

**Core Content Hours Approved:** Privacy & Security, 18 Hours



Participants will earn **18 CPE credits**

**Field of Study:** Specialized Knowledge

The American Institute of Healthcare Compliance is registered with the National Associate of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.nasbaregistry.org](http://www.nasbaregistry.org).

# Training Camp Facilitators



**Joanne Byron**, *BS, LPN, CCA, CHA, CHCM, CHCO, CMDP, ICDCT-CM/PCS, OHCC*  
Chief Executive Officer of the American Institute of Healthcare Compliance (AIHC)  
Compliance, Coding, Documentation and HIPAA Instructor and Consultant



**J. David Sims**, *CHITSP, CHMSP*  
*Security Expert*  
Managing Partner Security First IT and co-hosts the popular weekly podcast *Help Me With HIPAA* (<https://HelpMeWithHIPAA.com>)

## What You Will Learn at Camp

Class size is limited to provide an optimal learning experience and abide by social distancing guidelines. Agenda is subject to change.

### Day 1: Privacy Topics

#### COVID-19 – What’s Trending

- Current HIPAA Related Privacy & Security Issues will be discussed

#### Introduction to HIPAA

- Importance of HIPAA
- An Organizational and Business Challenge
- HIPAA Titles
- Office for Civil Rights (OCR)

#### HIPAA & the Privacy Rule

- Reasonable Care – Duty of Care in the Health care Industry
- Omnibus 2013 Final Rule: Overview
- The Privacy Rule
- Minimum Necessary
- The HIPAA Privacy Officer – Overview of Responsibilities
- The HIPAA Security Officer – Overview of Responsibilities
- Disclosure Rules – Release of Information and Health Information Privacy
- Confidentiality
- Communications with Family
- HIPAA Privacy Rule and Sharing Information Related to Mental Health
- Sharing PHI and Personal Representatives
- FERPA, HIPAA Parents and Students
- Parents and Unemancipated Minors
- Abuse, Neglect, and Endangerment Situations
- Deceased Patients and PHI
- Worker’s Compensation Disclosures

#### Business Associates (BAs) & Business Associate Agreements (BAAs)

- Business Associate Agreements: Requirements and Suggestions for Drafting
- What is a “BAA”?
- Use of Subcontractors and Agents
- Security Rule: Organizational Requirements & BA Contracts or Other Arrangements
- Right to Audit
- Indemnification
- Data Breach Insurance
- Cloud Computing
- Social Media
- Retention of PHI
- Return of Portable Devices
- Third-Party Beneficiaries
- Periodically Evaluate and Update (BAA)
- Researchers
- Banking & Financial Institutions

## Day 1, Continued

### Notice of Privacy Practices (NOPP) & Understanding Protected Health

- Overview (NOPP)
- “De-identify” Health Information Due to Identity Theft
- Disclosure vs. Use of PHI
- Authorization vs Consent
- Notice of Privacy Practices Instructions
- Notification Following a Breach
- Health Plans & NOPPs
- Right to Request a Restriction of Uses and Disclosures
- Electronic Access of Individuals to PHI
- Electronic Form and Format
- Third Parties
- Copying Fees
- Timeliness Requirements to Right to Access
- Patient’s Right to Amend their Record

### It’s Time to “Get Real” About a HIPAA Breach

- Time to Get Real About HIPAA Breaches
- Sobering Statistics
- The Ripple Effect of a Breach
- What is a Breach?
- What Does PHI Include?
- When is a Breach Not Really a Breach?
- Steps to take when a Breach is Suspected
- What Can You Expect After Reporting
- Wall of Shame
- HIPAA News Releases and Bulletins
- Planning and Response
- Breach Notifications
- Burden of Proof
- Safe Harbor
- Changes to “Unsecured PHI”
- Notifications
- Instructions for Submitting Notice of Breach to the Secretary
- Protection of Health Information
- Emergency Preparedness

### HIPAA Transactions, Code Sets & Trading Partners

- Electronic Data Interchange & Transactions
- Final Rules
- Version 5010 Supports ICD-10 Code Sets, NDC, CDT, HCPCS 2 & CPT-4
- Provider Taxonomy Codes
- Claim Adjustment Reason Codes
- Remittance Advice Remark Codes
- National Committee on Vital and Health Statistics (NCVHS)
- Trading Partners
- Trading Partner Agreements “TPA”
- Non-compliance Issues
- HIPAA Privacy & Security Rule Complaint Process Chart

### Privacy & GINA (Genetic Information Nondiscrimination Act)

- Defining “GINA”
- Confidentiality & Risk of Genetic Discrimination – What Providers Should Know
- Uses and Disclosures of PHI – Prohibition
- NOPP Related to GINA
- U.S. Department of Labor (DOL) – FAQs Regarding GINA

### HIPAA Policy Considerations/Privacy & Psychiatric Notes

- HIPAA Policy Considerations
- Categories of Violations and Penalty Amounts
- Criminal Prosecutions under HIPAA
- Privacy and Psychotherapy Notes



## Day 2: Security Topics

### Promoting Interoperability (PI)

- Electronic Health Records [EHR] – Meaningful Use
- Patient Consent for Electronic Health Information Exchange and Interoperability
- State Consent Laws
- EHR Incentive Program and ONC
- Certified EHR Technology
- There are Two Programs: Medicare and Medicaid
- Advancing Interoperability with Medicaid
- Is Your Organization Receiving EHR Incentive Payments? You are Subject to Audit
- Preparing and Maintaining Documentation

### Mitigating Risk – HIPAA Security Rules

- Core Areas for HIPAA Security
- Government Enforcement
- Security Rule Applications
- Reviewing Covered Entities and the Covered Entities Charts
- Business Associates and the Security Rule
- Application of HIPAA Security Rules
- CMS Audits
- Risk Management
- Security Rule = Six Step Process
- NIST Risk Management Framework (RMF)
- Security Management Security Officer
- Workforce Security

### Security Awareness Training

- What is a “Security Incident”?
- Contingency Planning
- Policies, Procedures and Documentation
- Concepts of Risk Analysis
- Security Rule Requirements for Risk Analysis and Risk Management
- Important Terms & Concepts – Vulnerability, Threat and Risk
- Examples of Risk Analysis Steps & Risk Management Steps
- Qualitative vs Quantitative Methods
- Risk Level Matrix
- Risk Management Steps
- Security Standards Matrices

### Administrative Safeguards Under HIPAA

- Risk Analysis (R) - § 164.308(a)(1)(ii)(A)
- Risk Management (R) - § 164.308(a)(1)(ii)(B)
- Sanction Policy (R) - § 164.308(a)(1)(ii)(C)
- Information system Activity Review (R) - § 164.308(a)(1)(ii)(D)
- Summary of 9 Security Risk Tables NIST (National Institute of Standards & Technology), U.S. Department of Commerce

### Physical Safeguards

- What does the Security Rule mean by “physical safeguards”?
- Facility Access Controls
- Workstation Use
- Workstation Security
- Device & Media Controls

### Technical Safeguards

- The Key Elements to the Technical Safeguards
- Access Control
- Audit Controls
- Integrity Controls
- Person or Entity Authentication
- Transmission Security



## CyberSecurity Resources

- Security Risks in Office-Based EHRs vs. Internet-Hosted EHRs
- Mitigating Risks Related to Cyber Crimes
- Ransomware Remediation
- Tech Support Scams
- Cyber Security – Tips to Mitigate Risk with Checklists
- Additional Cyber Security Resources

**Whew! Don't Worry** – You are given access to an online course page, electronic version of your handout and practice quizzes along with a Mock Exam to review after camp.

## Option to Certify Online (After Camp)

Experienced HIPAA Privacy Officers and Medical Compliance Professionals will have the option to certify as a Certified HIPAA Compliance Officer (CHCO) after successful completion of the HIPAA Privacy & Security Training Program. The online exam can be taken from the comfort of your home or office and is only available by appointment with a professional AIHC proctor. Remember: The certification exam is optional, but the cost of one exam attempt is included in your course tuition provided you take the exam within three months of the last day of the training camp. Maintaining Your CHCO Credential Once you are certified, you need to maintain your credential

### About the Certification Exam

- The exam is 100 questions, open note three (3) hour proctored exam taken online.
- Passing score is 80%\*
- There are three (3) Domains:
  - Privacy Rules
  - Security Rules
  - General HIPAA Concepts, Abbreviations, Acronyms and Terms
- The exam is taken online from the comfort of your home or office by appointment only and scheduled with a professional AIHC proctor
- Certification is approved by the Certification Exam Board

## Maintaining Your CHCO Credential

Once you are certified, you need to maintain your credential by earning six (6) CEUs annually. AIHC offers free and low-cost CEU programs for our members.

## Included in the Training Camp Tuition

- The camp includes two days of classroom training to review key course concepts.
- Lunch is provided both days of the training camp.
- Training materials and access to the online post-camp page are provided for up to three (3) months after camp ends.
- Downloadable information can be accessed through the online resource page after camp ends
- AIHC Membership is provided for one (1) year *for first time members only*.
- *Optional*: One attempt at the online CHCO Certification Exam is included in the course tuition, provided the exam is taken within three (3) months of the last day of the training camp.



## Training Camp Tuition: Non-Members Pay \$825 / AIHC Members Pay \$695

**Registration Deadline: April 1, 2021 at 12:00pm EST**

Sleeping Room Reservation Deadline for these Special Room Rates: March 28, 2021

### How to Register for this Course

#### Register Online – Return to the Course Page, Enroll and Pay!

We accept online registration payment via credit card.



**Register Via Mail or Fax:** Scroll down for a hard copy enrollment form. Mail or fax your completed form to the AIHC Office to submit your registration and payment information.

**Refund Policy** - View the Refund Policy Posted on the Home Page of our Website [www.aihc.assn.org](http://www.aihc.assn.org)

#### Training Camp Location: Embassy Suites by Hilton Las Vegas

4315 University Center Drive Las Vegas, Nevada 89119

**Making Your Sleeping Room Reservation Online:** Use this URL link to make online room reservations:  
[https://embassysuites.hilton.com/en/es/groups/personalized/L/LASESES-AIH-20210427/index.jhtml?WT.mc\\_id=POG](https://embassysuites.hilton.com/en/es/groups/personalized/L/LASESES-AIH-20210427/index.jhtml?WT.mc_id=POG)

If you'd rather call, use the phone number below and this information to make your reservation:

CALL: 702-765-6752

Group Name: AIHC, Inc. American Institute of Healthcare Compliance

Group Code: AIH

Rates Apply to Check-in: 27-APR-2021 and Check-out: 29-APR-2021

Hotel: Embassy Suites by Hilton Las Vegas 4315 University Center Drive Las Vegas, Nevada 89119

At Embassy Suites Hotels, guests get more with every stay, like free made-to-order breakfast, complimentary appetizers and beverages at the nightly Evening Reception, AIHC provides your lunch – this is a great deal!

#### Special Event Room Rates: (Before Tax)

- King Bed • Single or Double Rate: \$129
- Twin Double Bed • Single or Double Rate: \$149
- *Sleeping Room Reservation Deadline for these Special Room Rates: March 28, 2021*

#### Complimentary for Guests of the Embassy Suites by Hilton Last Vegas

- Made-to-order breakfast
- Nightly evening reception from 5:30pm-7:30pm serving free cocktails and appetizers
- Shuttle service to the Strip
- Business center
- Fitness room, hot tub, and pool

#### Fly into Las Vegas International Airport – McCarran Airport

The training camp is located by Las Vegas International Airport – McCarran Airport.

- The hotel offers a complimentary shuttle service to the airport, ***but not from the airport.***
- When arriving at Las Vegas International Airport – McCarran Airport, there are a number of airport shuttles to local hotels and resorts, including:
  - SuperShuttle • BellTrans Charter Shuttle
  - ODS Chauffered Transportation
  - Visit the airport website for more details about available shuttle services.



