

HIPAA Privacy & Security

*Online Training Program with Option to Certify as a
HIPAA Compliance Officer*



This is a 3 month Web-Based Training Program. Work online at your own pace with no scheduled classes to attend. This course is preapproved for 18 continuing education units with AHIMA & AIHC.

Online, On-Demand Training - This course is Online, On-Demand with no scheduled classes to attend during your 3-month access to course materials. Typically, professionals complete the course and certify within 6 to 8 weeks, however, you have 3-month access included in your tuition. Access your course information 24 hours a day, 7 days a week, by logging into the AIHC website. A qualified, certified instructor is available upon request to address questions you may have during your training experience.

Course Prerequisites - This course is recommended for HIPAA Privacy or Security Officers, IT Consultants, Practice Administrators, Office Managers, Compliance Officers Executives, and Administrators involved in developing and enforcing confidentiality, privacy and security as a Covered Entity or Business Associate.

Earn Continuing Education Units (CEUs)



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: Information Protection: Access, Disclosure, Archival, Privacy and Security: 18

What You Will Learn

HIPAA & COVID-19 and Other “Hot” Topics Addressed

- HIPAA During a Health Crisis (COVID-19)
- Cyber Threat Exploitation and COVID-19
- OCR Guidance to Restrict Media Access
- Patient’s Civil Rights, HIPAA and COVID-19
- COVID-19 Limited HIPAA Waiver
 - Disclosing information during a pandemic

Introduction to Public Law 104-191 Health Insurance Portability & Accountability Act (HIPAA)

- Overview of HIPAA Regulations, Omnibus Final Rule

HIPAA & the Privacy Rule

- HIPAA versus State Laws, Preemption of State Law, State Medical Records
- Business Associates & Compliance
- Compliance to the Notice of Privacy Practices [NOPP]
- HIPAA Breach Rules & Disclosures – Public Health Emergency Preparedness Cheat Sheet
- HIPAA Transactions, Code Sets & Trading Partners
- Privacy and the Genetic Information Nondiscrimination Act aka “GINA”
- HIPAA Policy Considerations Violation Penalties, Privacy & Psychiatric Notes



HIPAA & the Security Rule

- Security and Your EHR
- Mitigating Risk
- Concepts of Risk Analysis & Risk Management
- Administrative Safeguards
- Physical Safeguards
- Technical Safeguards
- Cyber Security Resources and Employee Forms

Computer Requirements and Time Limits

To successfully complete this course, you will need high-speed internet access, email, Microsoft Word, Microsoft Excel, and Adobe Reader. You must complete this course within three (3) months of your enrollment date or purchase an extension to buy more time (up to 3 months in extensions). Your course enrollment begins when the AIHC Office receives your course tuition payment.

Course Tuition Includes

- Access to a Qualified Online Instructor If and When You Need Help (Available upon request).
- Training Materials and Access to the Online Training Page.
- Self-Review Questions for Each Lesson
- Quizzes and Downloadable Information: Accessed through the online training page.
- AIHC Membership for One (1) Year: This is available for first-time members only.
- Mock Exam: This mock exam is one exam total that covers all five of the certification exam domains.
- One (1) Certification Exam Attempt, Provided the Exam is Taken Within Three (3) Months of Completing the Course

Optional Certification Exam – Earn the CHCO Credential

Experienced HIPAA Privacy Officers and Medical Compliance Professionals will have the *option* to certify as a Certified HIPAA Compliance Officer (CHCOSM) after successful completion of the HIPAA Privacy & Security Course. The online exam can be taken remotely from the comfort of your home or office. Attempts at the exam are only available by appointment with a professional AIHC proctor.

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:
 - Acronyms and Terms
 - Privacy Rules
 - Security Rules and Management of Risk
- 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

***Policy:** 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 completing the program. Typical pass rate on 1 attempt when the exam is taken within 4 weeks after completing the course is 92%. If you do not pass the first time, you may purchase up to 2 additional attempts at certification totally 3 attempts within 1 year from your course enrollment date.



Maintaining Your CHCO Credential

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

Tuition Non-Member Price: \$995

AIHC Members Pay \$750 [Members Save \$245]

How to Register for this Course

Register Online – [Click here](#) to 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 & Financial Policies




View the Refund Policy and Payment Plan Options Posted on the Home Page of our Website under Financial Policies www.aihc-assn.org



HARD COPY REGISTRATION FORM

HIPAA Privacy & Security - Online Training Program

Please submit one form per person

Enrollment Date:	I intend to take the online certification exam after completing this program: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Credentials:	
Home Address:	Employer Name & Address:
Current Job Position:	
<i>(For website administration and registration confirmation)</i> Primary Email Address: Alternate Email Address:	Work Phone Number: Alternate or Cell Phone Number:
Credit Card Payment Information: <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 5px;"> <div style="text-align: center;">  <input type="checkbox"/> MasterCard </div> <div style="text-align: center;">  <input type="checkbox"/> VISA </div> <div style="text-align: center;">  <input type="checkbox"/> Discover </div> </div> <p style="margin-top: 10px;"> Amount Approved on this Credit Card: <input type="checkbox"/> Non-Member Price: \$995 <input type="checkbox"/> AIHC Members Pay: \$750 Card Number: _____ Security Code: _____ Expiration Date: _____ Billing Address for this Card: _____ Name As It Appears on this Card: _____ Authorized Signature & Date: _____ </p>	
<p>Please Make Checks Payable to: AIHC</p> <p><input type="checkbox"/> Non-Member Price: \$995 <input type="checkbox"/> AIHC Members Pay: \$750</p> <p>AIHC Mailing Address: 5000 Gateway Drive, Suite 202, Medina, Ohio 44256 AIHC Fax Number: (330) 952-0716</p> <p>How did you hear about us?</p> <p><input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Co-Worker <input type="checkbox"/> AIHC Website <input type="checkbox"/> Social Media <input type="checkbox"/> Other: _____</p>	

