

# HIPAA Privacy Officer Training

*Online Training Program with Option to Certify as a  
“HPOC<sup>SM</sup>” (HIPAA Privacy Officer, Certified)*

**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 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 our 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 Officers, 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)



**12 CEUs** - This program has been approved for 12 continuing education units by the American Institute of Healthcare Compliance for our Certified Professionals. These continuing education units may be applied towards the Core, HIPAA, and Ethics Category CEU Renewal Requirements for *ALL our credentialed professionals*.



**12 CEUs** - This program has been approved for 12 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: 12

## Learning Objectives – Topics Included in This Course

### HIPAA Privacy Basics

- Overview of Privacy & Security Compliance Video
- Privacy Terms & Definitions You Should Know
- Role of a Privacy Officer – Overview of Responsibilities
- Breach Notification Rule & Disclosures
  - Download Breach Notification Chart

### Covered Entities, Business Associates

- Health Plans, Clearinghouses, Providers
- Your organization could be both a Covered Entity (CE) and Business Associate (BA)
  - How to Determine if You Are a Covered Entity and Business Associate
  - Using the CE Charts and learning definitions related to associated regulations
- Business Associates (BAs) and Business Associates Agreements (BAAs)
  - Business Associate Liability under HIPAA Law
  - Liability of downstream subcontractors and agents
- What to include in a BAA
  - Right to Audit, Indemnification, Cloud Computing, Social Media, Retention of PHI, Portable Devices, etc.
- Creating a Model Business Associates Agreement (BAA)
  - Download model BAA



## *Course Learning Objectives, continued*

### **HIPAA and State Versus Federal Privacy Rules**

- Preemption of State Law
- State Medical Record Access Requirements Compared to HIPAA

### **Notice of Privacy Practice (NPP/NOPP) and Compliance**

- Mandated notice rule
- Auditing your NOPP
- Who can sign a Privacy Notice
  - When the patient refuses to sign
- When an individual requests a restriction
  - Out of Pocket and Claim Restrictions
- When the NOPP Does Not Apply
- Organizational Options for Affiliated CEs
- Required Elements of a Compliant NOPP
- Requirements for Providing the Notice
  - Tips on Training Front Desk/Intake Staff
- Download model HIPAA NOPP
  - NOPP link for Health Plan & Provider Model Templates

### **Release of Information (ROI) & HIPAA Privacy Rules**

- 21<sup>st</sup> Century Cures Act and Information Blocking
- Accounting of Disclosures & the HITECH Rule
- HIPAA Right of Access
  - OCR and HIPAA Right of Access Initiative
  - ONC & OCR Right of Access Videos
- State Versus Federal HIPAA Privacy Rules
- Copying Fee Compliance
- HIPAA Authorization Form Requirements
  - Elements of a Valid Authorization
- Applying the Minimum Necessary Requirements
- Worker's Compensation Disclosures

### **Confidentiality**

- Duty of Care, Healthcare and Confidentiality
- Communicating With the Patient's Family
- Confidentiality and the Genetic Information Nondiscrimination Act
  - Public Law 110-233

### **Sharing Mental Health Information**

- 42 CFR Part 2 and HIPAA
- Drug Addiction & Substance Abuse Records
- Mental Health Records & the Psychotherapy Note
  - Disclosure Restriction of Psychotherapy Notes
  - Right of Access Restrictions
- Download OCR Fact Sheets



## *Course Learning Objectives, continued*

### **Minor Students Deceased**

- Sharing PHI and the Personal Representative
- Who Must Be Recognized as the Personal Representative
  - Adult or Emancipated Minor
  - Unemancipated Minor
  - Deceased
- Abuse, Neglect & Endangerment Situations
- FERPA, HIPAA, Parents & Students
  - Releasing Immunization Records
- Deceased Patient PHI

### **Office of Inspector General (OIG) and Office for Civil Rights (OCR) Expectations for Compliance**

- HIPAA Documentation Requirements for Compliance
- Documentation Retention Requirements
  - What needs to be retained and for how long
- HIPAA Audits
  - Audit Protocols
  - Desk Audits versus Onsite Audits
- Common HIPAA Violations Causing HIPAA Audits
- Advice for Conducting Your Own Internal Audits for Monitoring Purposes

### **HIPAA Privacy Training Should Address Mobile Device Use**

- Corporate-Owned Personally-Enabled (COPE) Considerations
  - Device Controls & Resources for Training
- Bring-Your-Own-Device (BYOD) Considerations
  - Cybersecurity and Privacy Risk Relationship
- Important Training Points to Avoid a Breach from a Mobile Device
- Using Government Resources for Training Purposes

## **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 our 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;
- Online quizzes accessed through the online training page;
- AIHC® Membership for One (1) Year: This is available for first-time members only.
- Certificate of Completion upon successfully accomplishing 80% or better in the course.
- One (1) Certification Exam Attempt, Provided the Exam is Taken Within Three (3) Months of Completing the Course



## Need more than a Certificate? **Optional Certification Exam – Earn the HPOC<sup>SM</sup> Credential**

Experienced healthcare professionals will have the *option* to certify as a Certified HIPAA Privacy Officer (HPOC<sup>SM</sup>) after successful completion of the 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 proctor.

### About the Certification Exam

- 100 questions, open note, three (3) hour proctored exam taken online
- Passing score is 80%\*
- There are three (3) Domains:
  1. Introduction to HIPAA, privacy terms, role of the privacy office, breach notification rules.
  2. Identifying rules for covered entities and business associates, the business associate agreement requirements, state versus federal privacy laws, notice of privacy practices compliance, disclosures, release of information and right of access.
  3. Confidentiality and HIPAA, sharing mental health information, privacy of minors, students and the deceased, HIPAA documentation retention requirements and OCR audits, privacy and use of mobile devices, privacy training & cybersecurity practices, 405(d) task force resources.
- 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. If you do not pass the first time, you may purchase up to 2 additional attempts at certification, totaling 3 attempts within 1 year from your course enrollment date.

### Maintaining Your HPOC<sup>SM</sup> Credential

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

**Tuition Non-Member Price: \$625**

**Members Pay \$375 [Members Save \$250]**

***Join as a member today and save!***

*Employers – contact us at 330-241-5635, option #2 when registering multiple employees at the same time.*

### How to Register for this Course

Register Online – [Click here](#) to return to the Course Page, Enroll and Pay for yourself or your workforce member(s).

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 our office to submit your registration and payment information. Note: American Express is only accepted when you register online.

### 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](http://www.aihc-assn.org)



# HARD COPY REGISTRATION FORM

## HIPAA Privacy Officer – Online Training Program

*Please submit one form per person*

<b>Enrollment Date:</b>	<b>I intend to take the online certification exam after completing this program and understand the one (1) attempt is included in the tuition if taken within 3 months of successfully completing the course:</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name &amp; Credentials:</b>	
<b>Home Address:</b>	<b>Employer Name &amp; Address:</b>
<b>Current Job Position:</b>	
<i>(For website administration and registration confirmation)</i> <b>Primary Email Address:</b>  <b>Alternate Email Address:</b>	<b>Work Phone Number:</b>  <b>Alternate or Cell Phone Number:</b>
<b>Credit Card Payment Information:</b> <div style="display: flex; justify-content: center; gap: 20px; margin: 5px 0;">    </div> <div style="display: flex; justify-content: center; gap: 20px; margin: 5px 0;"> <input type="checkbox"/> MasterCard             <input type="checkbox"/> VISA             <input type="checkbox"/> Discover         </div> <p style="margin: 5px 0;">Amount Approved on this Credit Card: <input type="checkbox"/> <b>Non-Member Price: \$625.00</b>   <input type="checkbox"/> <b>Member Price \$375.00</b></p> <p style="margin: 5px 0;">Card Number: _____</p> <p style="margin: 5px 0;">Security Code: _____                      Expiration Date: _____</p> <p style="margin: 5px 0;">Billing Address for this Card: _____</p> <p style="margin: 5px 0;">Name As It Appears on this Card: _____</p> <p style="margin: 5px 0;">Authorized Signature &amp; Date: _____</p> <div style="text-align: center; margin: 20px 0;"> <p><b>Please Make Checks Payable to: AIHC®</b></p> <p><input type="checkbox"/> <b>Non-Member Price: \$625.00</b>   <input type="checkbox"/> <b>Member Price \$375.00</b></p> <p><b>Mailing Address:</b> 3637 Medina Road, Suite 15, Medina, Ohio 44256</p> <p><b>Fax Number: (330) 952-0716</b></p> <p><b>How did you hear about us?</b></p> <p><input type="checkbox"/> Mail   <input type="checkbox"/> Email   <input type="checkbox"/> Co-Worker   <input type="checkbox"/> Our Website   <input type="checkbox"/> Social Media   <input type="checkbox"/> Other: _____</p> </div>	

