HIPAA Right of Access Compliance

Online Training Program w/the Option to Certify

Why Train in Right of Access/Release of Information?

Workforce compliance with federal and state privacy rules will help mitigate the risk of a HIPAA breach and lower the risk of a complaint filed with the Office for Civil Rights (OCR) triggering an investigation resulting in potential penalties, settlements or even criminal charges against your organization.

Who Should Take This Course?

Many workforce members have direct or indirect interactions with patients, caregivers, family members, payers and/or law enforcement. This course is designed for practice owners and administrators and is also perfect for front-line staff, such as medical office staff responsible for the release of information. Those successfully completing the course will obtain a certificate of completion. However, does your employer require certification?

When Your Employer Requires Certification in HIPAA Right of Access

Yes – this course will prepare you for certification, available for a $75 exam fee.

Many health care organizations are now requiring certifications. This course will prepare you for the certification exam approved by the AIHC® Certification Exam Board.

AIHC® recommends certifying as a Right of Access Specialist (offered online after successful completion of your training program) for Practice Administrators, Compliance Officers, HIPAA Privacy Officers and anyone with the responsibility to respond to authorizations requesting medical record information. Scroll down for more information on the online, remotely proctored certification exam.

Online, On-Demand Training - This course is online and on-demand, with no scheduled classes to attend

during your 3-month access to course materials. You have 3 months of 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 any questions you may have during your training experience.

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 HIPAA and Ethics categories for ALL credentialed members and Core for: CHA, CHCO, CHMSP, CIFHA, CMDP, COCAS, HPOC, and OHCC.

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

What You Will Learn

Introduction to Right of Access, Release of Information and HIPAA
- Introductory video, terms, abbreviations and acronyms list

Artificial Intelligence (AI), Advancing Technologies and Protected Health Information
- Introduction to Artificial Intelligence, how AI is regulated, AI and Use with Protected Health Information (PHI), AI and HIPAA Privacy Concerns

Introduction to Information Blocking
- Patient rights, the 21st Century Cures Act & Practices Constituting Information Blocking
  - Enforcement & Penalties, Exceptions

Right of Access & the Privacy Rule
- Patient's Right to Access, the Designated Record Set
- Requirements of a Timely Response to Request for Records
- Notice of Privacy Practices (NOPP) & When Authorization is Needed
- Authorization versus Right of Access
- Comparing Right of Access Requirements to Violations Related to Information Blocking

OCR and the Right of Access Initiative
- Notable OCR Determinations and Corrective Actions Taken
- Information Included in the Right of Access
- Denial of Access, Grounds for Denial

Providing Access to Patient Information
- Disclosure versus Use of PHI
- State Versus Federal HIPAA Privacy Rules
- Guidelines for timeliness to release information – State versus Federal Rules
- Obtaining Authorization
- Access Right, the Privacy Rule and Charging Fees for Copies of PHI
- Identify Potential Red Flags

Releasing Information to Personal Representatives
- Authority under State Law
- Guardian Ad Litem, define an individual's personal representative per 45 CFR 164.502(g) and 45 CFR 164.524, When the Individual (Patient) Appoints a Personal Representative (Stands in the Shoes)
- Healthcare Power of Attorney (HPOA)
- Parents and Unemancipated Minors
- Abuse, Neglect, and Endangerment Situations - What information can be shared with family members without patient consent or POA, deceased persons

Disclosure to Law Enforcement
- Complying with minimum necessary standards and disclosure for law enforcement purposes 45 CFR § 164.103. What can be disclosed to law enforcement, correctional institutions and other situations?

Court Orders and Subpoenas
- Understanding of "Required by Law"
- 45 CFR § 164.512 - Uses and disclosures for which an authorization or opportunity to agree or object is not required; Extreme Risk Protection Orders (ERPO) Disclosures and HIPAA; Warrant and Order Statutes; Considerations when Responding to an ERPO
- Subpoenas

Medical Record Access Requirements
- General Record Retention Rules - CMS versus HIPAA
- Consequences of Lack of Record Maintenance Requirements, Signature Requirement Standards
- Release of Information to CMS for Audit/Review Purposes, CMS Enforcement of 42 CFR 424.516(f)
- Best Practices to Avoid Non-Compliance, Basic Tips When Responding to a Payer Requesting More Information

42 CFR Part 2 - Substance Abuse Confidentiality Regulations
- Substance Use Disorder and Protecting Substance Use Disorder (SUD) Records
  - Substance Abuse and Mental Health Services Administration (SAMHSA) & 42 CFR Part 2
- HIPAA and 42 CFR Part 2

Understanding the Basics of Complying with 42 CFR Part 2 Rules
- How 42 CFR Part 2 Applies to Health Care Providers
- Disclosing Substance Use Disorder Records
  - Electronic Health Information (EHI) Exchange and 42 CFR Part 2, Query-Based Exchange, Directed Exchange
- Multiple-Party Consent Forms

Comply with Right of Access to PHI to Avoid HIPAA Violations
- How OCR Investigates HIPAA Complaints
- History prior to the Final Rule and HITECH
- Current violation structure and annual inflation adjustments
- When a HIPAA Violation is Criminal

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
- Mock Exam: This mock exam is one exam total that covers all of the certification exam domains
- Certificate of Completion upon successfully accomplishing 80% or better in the course.

Need More Than a Certificate of Completion? *Certify!*

Optional Certification Exam – Earn the Certified Right of Access Specialist (CRAS^{SM}) Credential -

A remote certification exam by appointment with a professional proctor is available for an additional $75 fee per attempt. A total of three (3) attempts at certification are permitted. You will be provided details via email regarding the option to certify upon successful course completion. But should you certify?

Prerequisite to Certify -

To qualify to certify, you must have at least 1 year of experience working for a HIPAA Covered Entity or an organization defined as a HIPAA Business Associate and be willing to earn Continuing Education Units (CEUs) annually to maintain your certification credential. We offer free and low-cost CEUs to renew.

Maintaining Your CRAS^{SM} Credential

If you certify, you will need to maintain your credential by earning six (6) CEUs annually and paying the annual membership renewal fee. We do offer free and low-cost CEU programs for our members.

About the Certification Exam

- The exam is a 100-question, open-note, three (3)-hour proctored exam taken online
- Passing score is 80%
- There are four (4) domains:
  o Abbreviations, Terms, and Definitions
  o AI, Right of Access, and Information Blocking
  o Providing access, legal aspects of releasing information, and CMS requesting records
  o 42 CFR Part 2 and HIPAA Violations/Penalties
- Certification is approved by the Certification Exam Board

Non-Member Tuition is Only: $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 register securely for this training program.

We accept the following credit cards online via the secure payment portal located on the course registration page.

Need to Mail a Check or Money Order?
Scroll down, complete the hardcopy enrollment form and enclose it with your payment.

Refund & Financial Policies
View the Refund Policy posted on the Home Page of our website under Financial Policies www.aihc-assn.org

HIPAA Right of Access Compliance – Online Training Program
Please submit one form per person

Enrollment Date:	**I intend to take the online certification exam after completing this program:**
Name & Credentials:	❑ Yes ❑ No
Home Address:	**Employer Name & Address:**
Current Job Position:	
(For website administration and registration confirmation) **Primary Email Address:**	**Work Phone Number:**
Alternate Email Address:	**Alternate or Cell Phone Number:**

Please Make Checks Payable to: AIHC®

[ ] Non-Member Price: $625   [ ] Members Pay: $375

Mailing Address: 3637 Medina Road, Suite 15, Medina, Ohio 44256

Please do not send credit card information, for secure credit card payments:
Register Online – Click here to register securely for this training program.
Or request an invoice by emailing *RegistrationDepartment@aihc-assn.org, or call 330-241-5635 (option 2)*

We Accept the Following Credit Cards:

AIHC® is a 501(c)(3) Non-Profit Licensing/Certification Partner with CMS.

Thank you for choosing AIHC for your training needs.

How did you hear about us?
□ Mail   □ Email   □ Co-Worker   □ Our Website   □ Social Media   □ Other:_____