

# HIPAA Staff Training

## *New Hire and Annual Training*



### Online, On-Demand Training 24/7

This course is online and on-demand, with no scheduled classes to attend during your 45-day access to course materials.

### Earn Continuing Education Units (CEUs)



**4 CEUs:** This program has been approved for 4 continuing education unit by the American Institute of Healthcare Compliance for our certified professionals. These continuing education units may be applied towards the HIPAA Category CEU Renewal Requirements for all AIHC® credentials.

### What You Will Learn

#### Introduction to HIPAA

- Enforcement of HIPAA Privacy & Security Rules
- What is a Covered Entity (CE)?
- Business Associate Agreement (BAA)
- Why Does ALL This Matter?

#### What Information is Protected under HIPAA?

- Confidentiality of Protected Information is Required Under HIPAA Law
- Protected Health Information (includes PHI and e-PHI)
- How PHI Is Shared with Business Associates
- When Your Organization Does Not Need a BAA

#### The HIPAA Privacy Rule and Sharing Information

- Notice of Privacy Practices (NPP)
- How the Privacy Rule Works When Exchanging Information
- Protected Health Information (PHI)
- Sharing Information with Other Health Care Professionals
- Sharing Patient Information with Family Members & Others
- When Sharing Is Not Permitted, It Is Considered a Breach
- HIPAA Privacy Rule and Sharing Information Related to Mental Health

#### HIPAA Violation and Penalties for Non-Compliance

- Civil Penalties
- Criminal Penalties
- OCR Takes into Account Important Considerations

#### HIPAA Security

- Security Rule
- Administrative Safeguards, Physical Safeguards & Technical Safeguards
- HITECH & Business Associates
- Risk Analysis, Assessment and Management Is Required



## Cyber Safety Is Patient Safety – It's Everyone's Job

- Why Cyber Safety Is So Important
- OCR Security Violation Case Examples

## Preventing Cyberattacks

- Top Attacks Utilized by Cyber Threat Actors
- Phishing, Vishing & Smishing

## Computer Requirements and Time Limits

To successfully complete this course, you will need high-speed internet access, email, and [Adobe Reader](#). If you do not have Adobe Reader, use the link provided above to download it for free from the Adobe website.

You will have access to the online course page for 45 days starting on your enrollment date. Your course enrollment will begin on the date that our office receives your course tuition registration payment. You will receive notification from our office when your course enrollment begins. Please check with your employer regarding date requirements for your completion of this training.

## Course Tuition Includes:

- Access to the New Hire and Annual HIPAA Training page on our website is provided for 45 days.
- An online study guide to review for the online HIPAA quiz is provided on the training page.
- The online HIPAA quiz is accessed through the training page.
- A Certificate of Completion to give to your employer is awarded for passing the online HIPAA quiz with a minimum score of 80%.

## Cost of this Training: \$50 per Person

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



# HARD COPY REGISTRATION FORM

## HIPAA Annual & New Hire Course – Online

*Please submit one form per person*

<b>Name &amp; Credentials:</b>	<b>Enrollment Date:</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>

**Please Make Checks Payable to: AIHC®**

**[ ] \$50 Tuition**

**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](mailto: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: \_\_\_\_\_



The American Institute of Healthcare Compliance, Inc.

[www.aihc-assn.org](http://www.aihc-assn.org) Phone: (330) 241-5635

Copyright 2007-2026 (Prices Subject to Change) • Revised June 2025