

# HIPAA Privacy & Security

## Online Training Program

(Option to Certify as a HIPAA Compliance Officer is included in Tuition)



This is a 4-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 the American Institute of Healthcare Compliance. [We are a licensing/certification partner with CMS.](#)

**Online, On-Demand Training** - This course is online and on-demand, with no scheduled classes to attend during your 4-month access to course materials. Typically, professionals complete the course and certify within 6 to 8 weeks; however, you have 4 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 questions you may have during your training experience.

**Course Prerequisites** - This course is recommended for HIPAA Privacy or Security Officers, Practice Administrators, Office Managers, Executives, and Administrators and Compliance Officers involved in developing and enforcing confidentiality, privacy, and security for either 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 our certified professionals. These continuing education units may be applied towards the Core, HIPAA, and Ethics Category CEU Renewal Requirements for the following credentials: CHCO, CHA, CIFHA, and OHCC.

## What You Will Learn

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

- Overview of HIPAA Regulations
  - Review Titles I, II, III, IV and V of HIPAA
  - HIPAA Basics

### HIPAA & the Privacy Rule

- Overview of the 2013 Omnibus Final Rule
- Permitted Uses and Disclosures
  - Minimum Necessary
- HIPAA versus State Laws
  - Preemption of State Law, State Medical Records
- Role of the HIPAA Privacy Officer
- Role of the HIPAA Security Officer
- Release of Information Basics
  - Copy Fees, Authorization Form Requirements
  - Confidentiality & Communications with Family
  - PHI and Personal Representatives
  - FERPA, HIPAA, Parents & Students
  - Worker's Compensation Disclosures
  - Sharing Information Related to Mental Health



### *Course Learning Objectives continued...*

- 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

### **Business Associates, Business Associate Agreements & HIPAA Requirements**

- OCR and Direct Liability of Business Associates under HIPAA
- Requirements and Suggested Wording of Business Associate Agreements
  - Right to Audit
  - Indemnification
  - Data Breach Insurance
  - Cloud Computing
  - Retention of PHI
- When Business Associates Use Subcontractors and Agents
- Trading Partners

### **Understanding Protected Health Information (PHI) & Notice of Privacy Practices**

- What PHI is (and isn't)
  - Identity Theft and De-Identifying Health Information
  - Disclosure versus Use of PHI
- Authorization versus Consent
- Notice of Privacy Practices Instructions

### **HIPAA Breach & HITECH**

- Ripple Effect of a Breach
- Defining what a breach is (and isn't)
- Steps to Take When a Breach is Suspected - Breach Notification Rules
- Safe Harbors Provision under HITECH
- Locating & Using:
  - OCR's Wall of Shame
  - HIPAA News Releases & Bulletins

### **Administrative Simplification Aspects of HIPAA**

- Standard Transactions for Electronic Data Interchange (EDI)
  - Clinical versus Non-Clinical Code Sets
- National Committee on Vital and Health Statistics (NCVHS)
- Administrative Simplification Enforcement and Testing Tool (ASETT)
- The role of the Office of E-Health Standards and Services
  - HIPAA Privacy & Security Rule Compliant Process

### **Privacy and the Genetic Information Nondiscrimination Act (GINA)**

- Defining Public Law 110-233
  - Title I and Title II of GINA
- Confidentiality & Risk of Genetic Discrimination
  - What Providers Should Know
- Health Plans & Underwriting
- Frequently Asked Questions Regarding GINA



## **HITECH & the HIPAA Enforcement Rule**

- HIPAA Violation & Penalty Structure
- Modifications to the Definition of “Reasonable Cause”
  - Unknowing
  - Reasonable Cause
  - Willful Neglect/Corrected
  - Willful Neglect/Uncorrected
- Examples of When a Violation of HIPAA is Criminal

## **HIPAA Security, AI, Interoperability, Right of Access & Information Blocking Rules**

- Artificial Intelligence – HIPAA Privacy Concerns
  - Who Regulates Healthcare AI
  - NIST AI Risk Management Framework
  - Additional AI Resources
- Government’s Health Information Exchange (HIE)
  - Four Levels of Interoperability
  - Patient Consent for HIE and Interoperability
  - Consent and Federal/State Privacy Laws
- Individuals’ Right Under HIPAA to Access Their Health Information
- How to Comply with the HIPAA Right of Access Rule
- How to Avoid Penalties Associated with Information Blocking

## **Core Areas of HIPAA Security Management**

- Overview of the Five Categories of the Security Rule
  - Recommended six-step process
- Security Officer’s Security Responsibilities
- Government Enforcement of HIPAA Security and the OCR
- Learning How to Identify a Covered Entity or Business Associate
  - Using the Covered Entity Charts
- Preparing for Potential OCR Audit
- Understanding the safeguarding of “CIA” Confidentiality, Integrity, Availability

## **Security Rule Requirements for Risk Analysis and Risk Management**

- Implementing a Risk Management Program and Risk Analysis Requirements
- Defining Vulnerability, Threat and Risk Relationships
- Example of Risk Analysis Steps and Risk Management Steps
  - Identifying and Documenting Threats, Vulnerabilities and Assessing Security Measures
  - Determine the Potential Impact of Threat Occurrence
  - Qualitative Versus Quantitative Methods
  - Using the Risk Level Matrix
- Review of the Security Standards Matrices
  - Required versus Addressable
- National Institute of Standards and Technology (NIST) and the Risk Management Framework

## **Security and Administrative Safeguards**

- Review of the Four Implementation Specifications of the Security Management Process Standard
- Overview of the nine Administrative Safeguards Tables (NIST)
  - Key Activities, Descriptions & Sample Questions for Each HIPAA Standard

## **Security and Physical Safeguards**

- Overview of the Four Physical Safeguards under HIPAA
  - Key Activities, Descriptions & Sample Questions for Each HIPAA Standard



*Course Learning Objectives continued...*

## **Security and Technical Safeguards**

- Overview of the Five Technical Safeguards under HIPAA
  - Key Activities, Descriptions & Sample Questions for Each HIPAA Standard

## **Cybersecurity Resources**

- Improving the Organization's ePHI Awareness
- Understanding why Cyber Safety is Patient Safety
  - Citations of cyber attacks and threat to patient safety cases
- Tips on How to Mitigate Threats
  - Mitigating Practices
  - Government Oversight
  - Resources

**Computer Requirements** are available on our website.

## **Time Limits**

The course must be completed within four (4) months from the date of enrollment. Course extensions are available for purchase if additional time is needed. Enrollment officially begins once our office receives the 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
- 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 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<sup>SM</sup> Credential**

Experienced HIPAA Privacy Officers and Medical Compliance Professionals will have the *option* to certify as a Certified HIPAA Compliance Officer (CHCO<sup>SM</sup>) 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 proctor.

### **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 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 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. The typical pass rate on 1 attempt when the exam is taken within 3 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, totaling 3 attempts within 1 year from your course enrollment date.



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

If you certify, you will need to maintain your credential by earning [CEUs annually](#) and paying the annual membership renewal fee. We do offer free and low-cost CEU programs for our members. For more information visit [Credential Renewal FAQs](#).

**Tuition Non-Member Price: \$1,250**

**Members Pay \$950 [Members Save \$300]**

*[Join as a member today and save!](#)*

## 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 Privacy & Security - 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:</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>Work Phone Number:</b>
<b>Alternate Email Address:</b>	<b>Alternate or Cell Phone Number:</b>

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

[ ] Non-Member Price: \$1,250     [ ] Members Pay: \$950

**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: \_\_\_\_\_

