

Family Support Services

ONLINE HIPAA TRAINING TEST (and tips)

- How HIPAA relates to Patient Privacy – HIPAA protects any unauthorized disclosure of any personally identifiable health information (otherwise known as PHI) that pertains to a consumer of healthcare services. This includes all services provided through Alternatives. Protected Health Information (PHI) is personal and health information that is created, received, or maintained by a healthcare provider or health plan. HIPAA applies to everyone who interacts with patients and handles PHI. Alternatives HIPAA Compliance Officer (aka - FPO) is Dr. Richard Hohfeler. His contact information is 414-358-7151.
1. Protected Health Information (PHI) is personal health information and can be _____, _____, or _____ and must include at least one of the _____ personal health identifiers like name, birth date, address etc.
 2. What does the HIPAA component of HITECH stand for? _____
_____.
 3. What does HITECH do?
 4. What is the civil penalty for non-compliance with HIPAA? \$_____ per violation.
- Steps to be taken to ensure HIPAA Compliance:
 1. Do not discuss the Protected Health Information (PHI) of clients in public places, i.e. hallways, elevator, cafeteria etc.
 2. If you happen to overhear patient information, keep the information to yourself
 3. Access only the minimum information you need to do your job
 4. Keep all Protected Health Information (PHI) of clients secure
 5. Log off of your personal computer when not at your desk
 6. Never share your system ID or computer password
 7. Keep all Protected Health Information (PHI) under lock & key
 8. Never have Protected Health Information (PHI) on your desk or monitor when you are away from your desk or work station
 9. Keep the employee personal information and health information separate
 10. Report any suspected privacy or security violations
 11. Educate co-workers about HIPAA regulations
5. Looking, Using, Giving, or Talking about a person's PHI to others is acceptable only if you need it to do your job or it is necessary for them to do their job. TRUE / FALSE
 6. List 3 things the therapist did which were HIPAA violations: 1. _____,
2. _____, 3. _____;
List one thing the therapist did correctly _____.

7. List the 6 new rights under HIPAA? List just the right, not the explanation!

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

8. SNOOP = _____

9. When faxing Protected Health Information make sure to do the following:

- 1. _____, 2. _____

10. The very last thing you need to know, you see something wrong call your FPO which means

_____.

11. Who is APC's FPO? _____.

12. Create an appropriate complex password here _____.

13. Covered Entity employees (as well as business associates) (this would include all APC employees) who obtain or disclose PHI without authorization may also be criminally liable. TRUE / FALSE

14. Criminal liability generally extends to intentional harmful conduct for profit or personal gain. TRUE / FALSE

15. Under steps to ensure HIPAA / HITECH compliance one of the tasks was "Identify and conduct training of workforce members handling PHI, provide additional training for new HITECH Act provisions." TRUE / FALSE