



FOUNDATIONS OF HIPAA

**CERTIFICATE
COURSE SERIES**

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COURSE SERIES OUTLINE



COURSE 1

HIPAA PRIVACY: PILLARS OF A PRIVACY PROGRAM

1. INTRODUCTION

2. OVERVIEW OF HIPAA

- A. Introductory Example
- B. HIPAA Overview
- C. HIPAA's History
- D. HIPAA and State Law

3. WHO IS COVERED BY HIPAA?

- A. Covered Entities
- B. Business Associates
- C. Other Entities
 - Hybrid Entity
 - OHCA

- ACE

4. WHAT IS PHI?

- A. Definition of PHI
- B. De-Identified Data
 - Statistician Method
 - Safe Harbor Method

5. HIPAA ENFORCEMENT

- A. Civil and Criminal Penalties
- B. HIPAA Enforcement After HITECH
- C. Audits
- D. Data Breach

6. PILLARS OF A PRIVACY PROGRAM

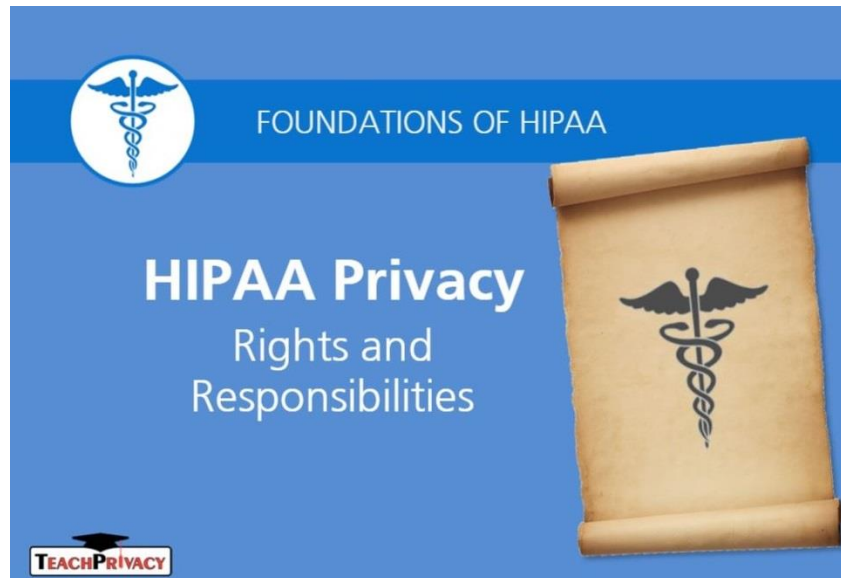
- A. Privacy Official
- B. Policies and Procedures
- C. Training
- D. Safeguards
- E. Documentation
- F. Internal Assessments

7. BUSINESS ASSOCIATES AND SUBCONTRACTORS

- A. Who Is a Business Associate?
- B. Business Associate Agreements

8. CONCLUSION

9. COURSE ASSESSMENT



COURSE 2

HIPAA PRIVACY: RIGHTS AND OBLIGATIONS

1. INTRODUCTION

2. CONFIDENTIALITY

3. MINIMUM NECESSARY RULE

4. PREVENTING SNOOPING

5. DISCLOSURES

- A. Permitted Disclosures with Authorization
- B. Mandatory Disclosures
- C. Permitted Disclosures without Authorization
- D. Disclosures to Law Enforcement Officials

6. ACCOUNTING FOR DISCLOSURES

7. AUTHORIZATION

- A. What Must Be Included in an Authorization?
- B. When Authorization Can Be Required as a Condition

8. PERSONAL RIGHTS

- A. Notice
- B. Access
- C. Amendment
- D. Complaint
- E. Do Not Retaliate

9. NOTICE OF PRIVACY PRACTICES

10. ACCESS

11. MARKETING

12. SALE OF PHI

13. FUNDRAISING

14. PSYCHOTHERAPY NOTES

15. CONCLUSION

16. COURSE ASSESSMENT



COURSE 3

HIPAA SECURITY: SAFEGUARDING PHI

1. DATA SAFEGUARDS UNDER HIPAA

2. SAFEGUARDS, STANDARDS, AND SPECIFICATIONS

3. ADMINISTRATIVE SAFEGUARDS

- A. Security Management Process
- B. Assigned Security Responsibility
- C. Workforce Security
- D. Information Access Management
- E. Security Awareness and Training
- F. Security Incident Procedures
- G. Contingency Plan
- H. Evaluation
- I. Business Associate Contracts and Other Arrangements

4. PHYSICAL SAFEGUARDS

- A. Facility Access Controls
- B. Workstation Use
- C. Workstation Security
- D. Device and Media Controls

5. TECHNICAL SAFEGUARDS

- A. Access Control
- B. Audit Controls
- C. Integrity
- D. Person or Entity Authentication
- E. Transmission Security

6. ORGANIZATIONAL REQUIREMENTS**7. POLICIES AND PROCEDURES AND DOCUMENTATION REQUIREMENTS****8. DATA BREACH****9. CONCLUSION****10. COURSE ASSESSMENT**