

## Course Outline

### **HIPAA Privacy**

*One-Credit Course*

#### **The Privacy Rule**

- I. HIPAA Privacy Overview
- II. Federal Enforcement of HIPAA Compliance
- III. When Is It Acceptable to Use or Disclose Protected Health Information (PHI)?
- IV. HIPAA Noncompliance Civil Penalties for Companies
- V. HIPAA Noncompliance Criminal Penalties for Individuals
- VI. The Protection HIPAA Gives Individuals

Estimated Time to Complete: 30 minutes

#### **Protected Health Information**

- I. Define PHI
- II. Typical Examples of PHI Held by Health Plans

Estimated Time to Complete: 15 minutes

#### **When to Use or Disclose PHI**

- I. When Is It Acceptable to Use or Disclose PHI?
- II. Disclosure to the Individual
- III. Authorized Use or Disclosure
- IV. Treatment, Payment and Operations-Related Requests
- V. Disclosures to OCR for Enforcement of the Privacy Rule
- VI. Other Uses and Disclosures Required by Law
- VII. De-Identified Health Information
- VIII. Incidental Information Use and Disclosure
- IX. Rights of the Individual Provided by the Privacy Rule
- X. Releasing Information to Family and Friends
- XI. Releasing Information to Parents
- XII. Additional Privacy Rules

Estimated Time to Complete: 30 minutes

#### **The Minimum Necessary Standard**

- I. What Is the Minimum Necessary Standard?
- II. Applying the Minimum Necessary Standard
- III. Recurring and Nonrecurring Disclosures and Requests for Disclosure
- IV. When the Minimum Necessary Standard Does NOT Apply

Estimated Time to Complete: 30 minutes

#### **Covered Entities**

- I. What Is a Covered Entity?
- II. Common Covered Entities
- III. Administrative Requirements of Covered Entities
- IV. Exception to Administrative Requirements for Certain Health Plans
- V. Documentation Requirements of Covered Entities

- VI. Required Documenting of Communications for Covered Entities
- VII. HIPAA Audits Video

Estimated Time to Complete: 30 minutes

**Business Associates**

- I. What Is a Business Associate?
- II. Examples of Business Associates, Services and Activities
- III. Regulations Covering Business Associates
- IV. Requirements of a Business Associate
- V. Special Rules for Plan Sponsors
- VI. Plan Document Requirements
- VII. Plan Sponsor Certification

Estimated Time to Complete: 30 minutes

**HIPAA News and Resources (Optional)**

- I. HIPAA News
- II. HIPAA Resources

NOTE: The estimated time to complete each lesson is based on word count and assumes uninterrupted consumption of the course. Actual time to complete each lesson can vary widely based on familiarity with the topics and other factors. Time required to complete the course final exam is not counted in these estimates.