Course Outline

HIPAA Privacy
One-credit course

The Privacy Rule
I. HIPAA Overview
II. Two Agencies Support Compliance with HIPAA
III. When Is It Acceptable to Use or Disclose Protected Health Information (PHI)?
IV. HIPAA Noncompliance Penalties for Companies
V. HIPAA Noncompliance 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: 5 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. Requests by Providers of Treatment
I. Disclosures to the HHS or OCR for Enforcement of the Privacy Rule
V. Other Uses and Disclosures Required by Law
VI. De-Identified Health Information
VII. Incidental Information Use and Disclosure
VIII. Rights of the Individual Provided by the Privacy Rule
IX. Releasing Information to Family and Friends
X. Releasing Information to Parents
XI. Additional Privacy Rules

Estimated Time to Complete: 30 minutes

The Minimum Necessary Standard
I. The Minimum Necessary Standard
II. Applying the Minimum Necessary Standard
III. Disclosures and Requests for Disclosure
IV. When the Minimum Necessary Standard Does NOT Apply

Estimated Time to Complete: 20 minutes

Covered Entities
I. What Is a Covered Entity?
II. Determining Covered Entities
III. Common Covered Entities
IV. Employer Is Not a Covered Entity
V. Administrative and Documentation Requirements of Covered Entities
VI. Administrative Requirements of Covered Entities
VII. Exception to the Requirements for Health Plans
VIII. Documentation Requirements of Covered Entities
IX. Notification Requirements of Covered Entities
X. Requirements for Notices of Privacy Practices
XI. Required Documenting of Communications for Covered Entities
XII. HIPAA Audits

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. Determining Business Associates
V. Requirements of a Business Associate
VI. Special Rules for Plan Sponsors
VII. Plan Document Requirements
VIII. Plan Sponsor Certification

Estimated Time to Complete: 30 minutes

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.