

ONLINE TRAINING CURRICULUM

## HIPAA Fundamentals for Covered Entities

Congress recently incorporated provisions into the Health Insurance Portability and Accountability Act (HIPAA) mandating the adoption of federal privacy protections for individually identifiable health information. The resulting Privacy Rule has set national standards for the protection of protected health information (PHI) for medical organizations.

The law requires all covered entities to implement standards to protect and guard against the misuse of individually identifiable health information. Covered entities are organizations that use HIPAA-mandated electronic codes to obtain payment for services. Examples of covered entities include health care providers, such as physicians and dentists, as well as hospitals, nursing homes and pharmacies. The designation also covers health insurance companies, HMOs and healthcare clearing houses (such as billing services or other processors of healthcare information). Certain provisions also apply to business associates.

NAVEX Global's HIPAA Fundamentals for Covered Entities course is designed to help covered entities meet the training requirements of the Privacy Rule. Employees and agents learn what they can do to protect PHI and ensure HIPAA compliance.

### Some Key Concepts Covered in this Course:

- Acceptable use of PHI for payment, treatment and benefit plan operations
- Responsibility for handling PHI confidentially
- Limiting disclosure and uses of PHI to a "need to know" standard
- Minimizing security breaches and ensuring that PHI is physically secure
- Personal and corporate penalties for non-compliance and intentional violations
- Policies regarding HIPAA practices and reporting HIPAA-related concerns

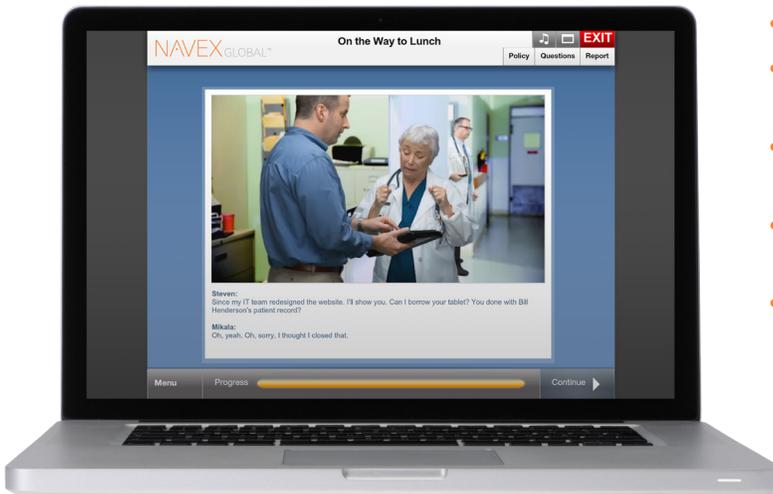


Fig. 1-0 An employee inadvertently reveals protected health information (PHI) to a colleague.

## COURSE ARCHITECTURE

### COURSE DETAILS

#### Bandwidth Options

- High – full video/audio
- Medium – still images with audio
- Low – still images, text only

#### Hosting Options

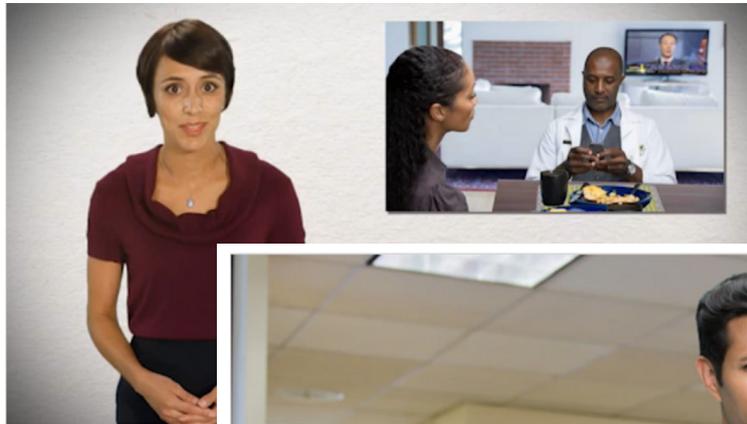
- Host on our robust and scalable Learning Management System
- Host on your own standards compliant Learning Management System (AICC and SCORM)

#### Customization Options

- Feature your logo and color scheme
- Include your company policies and confirm receipt via electronic certification
- Include question and reporting features
- Include a multimedia introduction and conclusion from a senior leader
- Custom completion certificate
- Optional Q&A exercises and “Spotlight” screens to highlight your unique policies and procedures
- Optional Policy in Action™ tool gets learners to interact with and answer questions about your organization’s policies



This course is built using the Compliance Chronicle format. In this format, a Compliance Guide leads learners through the course and advises on a wide range of compliance challenges. Each course module includes a highly engaging, real-life scenario designed to challenge the learner. In addition, interactive questions (both multiple-choice and true/false) and tip sheets contain practical and useable advice as well as best practices.



**Leslie Crawford:**  
When employees have access person is involved. But a little

*Fig. 2-0*  
A physician reveals protected health information (PHI) about a celebrity patient.



**Tabitha:**  
There's more. She wants us to provide her with the full work history of anyone who requests her health information.

**Lee:**  
Now wait a minute –

*Fig. 3-0* Two colleagues discuss a patient request for PHI.

## TRUSTED EXPERTISE

Our HIPAA Fundamentals for Covered Entities course is built on the experience of more than 1,000 attorneys at Littler, the world’s largest workplace compliance law firm. Every element is crafted to deliver rock solid legal content, meaningfully impact employee behavior, address the latest trends, create powerful legal defenses and withstand intense courtroom scrutiny.

## ABOUT NAVEX GLOBAL

NAVEX Global helps protect your people, reputation and bottom line through a comprehensive suite of ethics and compliance software, content and services. The trusted global expert for more than 8,000 clients in 200+ countries, our solutions are informed by the largest ethics and compliance community in the world.