

ONLINE TRAINING CURRICULUM

HIPAA Fundamentals for Business Associates

In the healthcare sector, a “business associate” is a person or entity that performs certain functions or activities involving the use or disclosure of protected health information (PHI) on behalf of a covered entity. For business associates, under the provisions of the Health Insurance Portability and Accountability Act (HIPAA), training is now a critical and necessary element of an effective compliance program. Business associates must ensure that employees understand their obligations under the law to properly safeguard as well as control the use and disclosure of PHI. Failure to train can result in costly mistakes and significant compliance missteps. Educating employees about their obligations under the law can help improve overall compliance and significantly reduce the number of unintentional violations.

NAVEX Global’s HIPAA Fundamentals for Business Associates course was developed to help organizations meet HIPAA training requirements found in the Privacy and Security Rules and the new HIPAA Omnibus Rule. By taking this course, employees learn what they can do to protect PHI and help create a privacy-minded culture.

Some Key Concepts Covered in this Course:

- Definition and acceptable use of PHI
- What constitutes a business associate and why compliance with the law is required
- Responsibility for handling PHI confidentially and securely
- Limiting disclosure and uses of PHI to a “need to know” standard
- Personal and corporate penalties for non-compliance and intentional violations
- Policies regarding HIPAA practices and reporting HIPAA-related concerns
- Obligation to report suspected and known breaches and security lapses

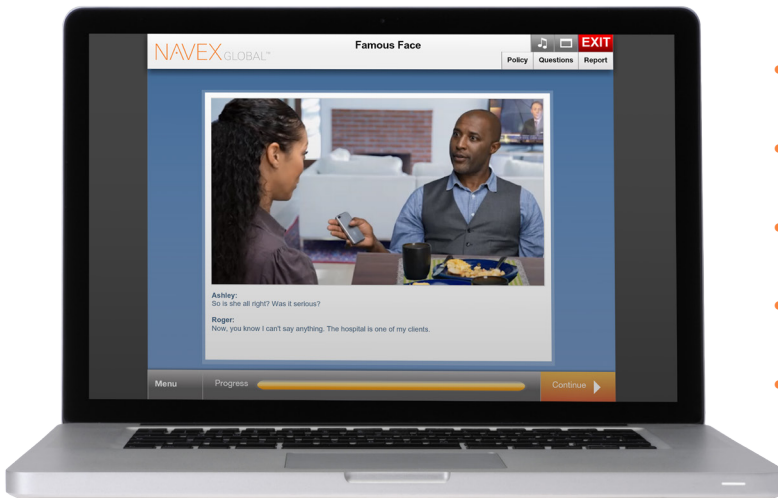


Fig. 1-0

A physician reveals protected health information (PHI) about a celebrity patient.

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.



Steven:
Since my IT team redesigned Henderson's claim form?

Mikala:
Oh, yeah. Oh, sorry. I thought

Fig. 2-0
An employee inadvertently reveals PHI to a colleague.



Policewoman:
Fortunately, those things are easily replaced.

Nick:
Not this one. I'm the IT manager for my company - that laptop contains PHI, protected health information, for hundreds of our clients' patients. It's all confidential.

Fig. 3-0
An employee's laptop containing PHI is stolen from his car.

TRUSTED EXPERTISE

Our HIPAA Fundamentals for Business Associates 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.

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