



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

## COURSE OUTLINE - HIPAA Awareness-Privacy and Confidentiality

**Course number:** 088211 | **Course length:** 0.5 day(s) | **Software:** n/a

### Course Description

This interactive course is designed to provide employees in the health care and related industries with a basic understanding of what HIPAA is and how it will impact the way they work. It meets the HIPAA regulation for general awareness training for all employees in the areas of privacy and confidentiality. Participants explore typical workplace activities and actions, assessing whether they are appropriate under the new HIPAA guidelines.

**Target Student:** All employees who have contact with protected health information, as mandated by HIPAA.

**Prerequisites:** General knowledge of health care environments.

**Delivery Method:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

**What's Next:** HIPAA Awareness: Security

### Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Explain HIPAA in “plain language”
- Explain the benefits of HIPAA and compliance
- Explain the consequences of non-compliance
- Identify actions and behaviors that are inappropriate under HIPAA requirements
- List internal resources for help with HIPAA-related questions and issues

## Course Content

### Lesson 1: Introduction

Topic 1A: HIPAA Legislation

Topic 1B: Why HIPAA?

Topic 1C: Who is Affected?

Topic 1D: What is Protected?

Topic 1E: How do I know if it's PHI?

Topic 1F: Benefits to Health Care

Organizations

Topic 1G: Failure to Comply

### Lesson 2: Privacy Regulation Specifics

Topic 2A: Exploring the Regulation

Topic 2B: Privacy and Confidentiality

Topic 2C: Understanding the Privacy  
Regulation

Topic 2D: Limiting Risk

## ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

## ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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