



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 Implementation

Course Specifications

Course number: 088213 | **Course length:** 1.0 day(s) | **Software:** n/a

Course Description

This course is designed to provide key individuals with the tools necessary to implement their HIPAA plan as it relates to the privacy regulations. Participants develop required administrative documents, such as notice of information practice and a compliance statement, as well as administrative procedures, including a practice for patient-requested amendments and a mechanism for accounting all disclosures made for purposes other than treatment, payment, and HC operations. (Please note that legal documents like use contracts are not developed in this course.)

Target Student: Any managers, privacy officials, or other employees responsible for creating and implementing HIPAA privacy policies and procedures, coordinating with business associates, and managing staff.

Prerequisites:

Basic knowledge of healthcare environments.

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

What's Next: Preparing for HIPAA Compliance

Performance-Based Objectives

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

- Draft a consent form
- Design a practice to allow for individuals to inspect and copy their protected health information
- Develop a mechanism for accounting all disclosures made for purposes other than treatment, payment, and HC operations
- Design a practice to allow for individuals to request amendments or corrections to their protected health information
- Describe privacy issues related to oral communication
- Describe privacy issues related to fax communications
- Draft a notice of information practice
- Determine how to ensure availability of documentation regarding compliance with the requirements of the regulation
- Create methods for disclosing only the minimum amount of protected information necessary to accomplish any intended purpose
- List internal and external resources for help with HIPAA-related questions and issues

Course Content

Lesson 1: Introduction

Topic 1A: HIPAA Legislation

Topic 1B: Why HIPAA?

Topic 1C: HIPAA's Intent

Topic 1D: Administrative Simplification

Topic 1E: Benefits to Organizations

Topic 1F: Failure to Comply

Topic 1G: Privacy

Topic 1H: Security

Topic 1I: Overall Approach to HIPAA Security

Topic 1J: Security Groupings

Topic 1K: Implementation

Topic 1L: Responses to Change

Lesson 2: Individual Rights

Topic 2A: Individual Rights Under the Regulation

Topic 2B: Administrative Procedures

Topic 2C: Consent

Topic 2D: Individual Access

Topic 2E: Amendments to PHI

Topic 2F: Accounting for Disclosures

Topic 2G: De-Identification

Lesson 3: Privacy and Confidentiality Issues

Topic 3A: Oral Communication

Topic 3B: Limiting Risk

Topic 3C: Other Regulations

Lesson 4: Other Documentation and Issues

Topic 4A: Notice of Privacy Practices

Topic 4B: Minimum Necessary

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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