



# Fulfilling HIPAA's Learning Requirements for Employers Course Catalog

15 June 2006

## **On-the-Move Portability**

ACS Learning is ready to go with you. Any time you connect to your network, your status is automatically updated and you never lose track of what you've completed or where you are, so you can determine where to go next.

## **Standards-Compliant**

Our courses are fully compliant with the two predominant standards supported within corporate learning environments today—AICC and SCORM. This means that our off-the-shelf products interoperate easily within virtually any corporate training environment, regardless of the learning and content management structure.

## **Sound Instructional Design That Motivates and Engages**

Many so-called "e-learning" products are nothing more than electronic textbooks. Learners who experience these types of products are turned off and do not want to repeat the experience. Every Business Skills course is designed to challenge learners in an interactive environment—they practice and apply what they learn. The highly functional courseware allows learners to model and correct behaviors and solve problems.

## **Blended Learning**

Part of your solution might be supplemental classroom-based workshops that allow learners to reinforce and apply content learned online. Many Web-based business skills are complemented by a workshop that allows learners to practice and share best practices in a real-life setting.

## **Customization**

Web-based Business Skills courses or workshops can be customized to include client-specific branding, content, or scenarios.

## Fulfilling HIPAA's Learning Requirements for Employers Table of Contents

Introduction .....	5
Uses and Disclosures of Protected Health Information.....	6
Safeguarding Protected Health Information .....	7
Participant Rights.....	8
Health Plan Privacy Administration.....	9
Summary .....	10



## Introduction

### Description

Ensuring compliance with the Health Insurance Portability and Accountability Act of 1996, or HIPAA, is a major challenge for employers that sponsor health plans. The Introduction course provides an overview of the key issues addressed in the series, including an introduction of the case study and characters, a high-level look at key content points, and individual course titles.

### Target Audience

HR generalists, VPs and managers of HR, privacy officers, and law departments working closely with HR on group health plan administration

### Prerequisites

None

### Estimated Completion Time

.25 hours

## Uses and Disclosures of Protected Health Information

### Description

The core issues in HIPAA address the handling of Protected Health Information (PHI). This course introduces you to the

### Objectives

Upon completing the three lessons constituting Uses and Disclosures of Protected Health Information, you'll be able to:

- Describe the basic terminology and concepts involved in the law, including the requirements of HIPAA, who and what information HIPAA impacts, and HIPAA's "Minimum Necessary Rule" and the information it governs.

### Target Audience

HR generalists, VPs and managers of HR, privacy officers, and law departments working closely with HR on group health plan administration

### Program Content

#### Lessons:

Permitted Uses of Protected Health Information

Minimum Necessary Rule

Post-Assessment

### Prerequisites

Courses 1

### Estimated Completion Time

1 hour

## Safeguarding Protected Health Information

### Description

Protected Health Information (PHI) comes in many forms. In this course, you'll learn ways to safeguard the most common forms of PHI.

### Objectives

Upon completing the three lessons constituting Safeguarding Protected Health Information, you'll be able to:

- Safeguard printed materials that contain health information.
- Safeguard facsimile machines and printers that receive or send health information.
- Safeguard verbal communication about health information.
- Safeguard electronic transmissions that contain health information.

### Target Audience

HR generalists, VPs and managers of HR, privacy officers, and law departments working closely with HR on group health plan administration

### Program Content

#### Lessons:

Safeguarding Printed and Faxed PHI

Verbal, Electronic, and Office PHI Safeguards

Post-Assessment

### Prerequisites

Courses 1-2

### Estimated Completion Time

1 hour

## Participant Rights

### Description

HIPAA grants very specific rights to health plan participants concerning access to their PHI. This course examines the details of those rights.

### Objectives

Upon completing the five lessons constituting *Participant Rights*, you'll be able to:

- Describe the ways HIPAA affects parents' rights to their children's or teen-agers' PHI.
- Explain the terms involved in a participant review of PHI.
- Explain the participants' rights to the confidential communication and amendment of PHI.

### Target Audience

HR generalists, VPs and managers of HR, privacy officers, and law departments working closely with HR on group health plan administration

### Program Content

#### Lessons:

Personal Representatives

PHI Inspection Rights

Amending PHI and Restricting Its Use

A Participant's Right to an Accounting

Post-Assessment

### Prerequisites

Courses 1-3

### Estimated Completion Time

1.5 hour

## Health Plan Privacy Administration

### Description

HIPAA spells out many responsibilities vested in organizations with health plans. This course explores the actions that a health plan and sponsoring employer must take to administer these policies and procedures, and to ensure that these policies and procedures are followed.

### Objectives

Upon completing the five lessons constituting *Health Plan Privacy Administration*, you'll be able to:

- Explain the responsibilities of the privacy official.
- Describe the types of records that must be kept by the privacy official.
- Explain the process for filing a complaint due to violations of the plan's privacy policies and procedures.
- Describe the appropriate information that must be contained in contracts with business associates to ensure that they safeguard a participant's PHI.

### Target Audience

HR generalists, VPs and managers of HR, privacy officers, and law departments working closely with HR on group health plan administration

### Program Content

#### Lessons:

Personal Representatives  
PHI Inspection Rights  
Amending PHI and Restricting Its Use  
A Participant's Right to an Accounting  
Post-Assessment

### Prerequisites

Courses 1-4

### Estimated Completion Time

1.25 hour

## Summary

### Description

HIPAA is a complex and far-reaching law. By exploring its full scope and details, you will be reminded in the *Summary* of HIPAA's basic policies.

### Target Audience

HR generalists, VPs and managers of HR, privacy officers, and law departments working closely with HR on group health plan administration

### Prerequisites

Courses 1-5

### Estimated Completion Time

.10 hour

## Who Do I Contact for Further Information?

For further questions or clarifications, please contact your local ACS representative or Tom Kupetis at:

Tom Kupetis  
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