

HIPAA Study Guide & Review Questions

"Study Guide & Review Questions are designed to be used in conjunction with the HIPAA Training Video: "HIPAA Privacy Principles"

WHAT IS HIPAA?

1. HIPAA stands for "Health Insurance Portability and Accountability Act."
2. A federal law to protect the confidentiality and security of health records through certain standards or rules. The law is about:
 - o What information is considered confidential.
 - o How health-care workers may use patient information.
 - o When health care workers may share patient information.
 - o How health information health care workers are allowed to look at and to share.
3. A set of guidelines for protecting the confidentiality of "individually identifiable health information" or Patient Health Information (PHI).
4. A set of information you are, hear or read through your job is considered private.
5. HIPAA protects information in all forms – written information on paper, in the computer and even spoken information.
6. Privacy of patient information is not new, but HIPAA was designed to set and to enforce uniform standards, putting an additional focus on information privacy.

WHY SHOULD I CARE ABOUT HIPAA?

1. Health care workers are usually bound to protect patient information:
 - o You, as an employee, are ethically bound to keep patient information private, even after you are no longer employed by your organization.
2. Medical health, substance abuse, and sexually transmitted disease create a heightened awareness for the need for privacy.
3. The public is more cautious about sharing health information with their provider because of documented cases of the use of health information for major decisions about firing, firing, loan approval, and other inappropriate uses.
4. Every day we face situations where there is the possibility that confidentiality will be broken:
 - o Most of the time when confidential patient information is leaked, it is unintentional or accidental.
 - o But whether done intentionally or unintentionally, violations of privacy have occurred.
5. The need for health care does not justify unwanted intrusion into the patient's life.

DEFINING CONFIDENTIALITY/PHI

1. Privacy defines who is authorized to look at or use patient information.
2. Disclosed practices such as speaking loudly in a crowded emergency room, discussing patients over the phone, talking at a nursing station or discussing a patient's condition with a supervisor are permitted, with "reasonable precautions" such as:
 - o Standing away from others who are not authorized to hear discussion.
 - o Covering your mouth so that others are less likely to hear.

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