



HIPAA

**Health Insurance Portability and
Accountability Act of 1996**

**HIPAA Education –Administrative
Staff**

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HIPAA EDUCATION-ADMINISTRATIVE STAFF

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It is the responsibility of the agency during their training sessions to address information that is affected by state law preemption.

The handbook contains generic information that meets HIPAA requirements. Agencies are welcome and encouraged to customize the information to meet their own agency's own work flow processes.

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HIPAA EDUCATION-Administrative Staff Pre Test

1. What patient information is protected under the HIPAA privacy rule?
 - a. oral information given in report about a patient
 - b. the patient's written clinical record
 - c. computerized information about the patient
 - d. all of the above

2. Who is required to follow the HIPAA Privacy Rule?
 - a. only the nurse taking care of the patient
 - b. inpatient facilities such as hospitals and nursing homes
 - c. "Covered Entities" – health plans, clearinghouses, and most health care providers
 - d. only accredited healthcare organizations

3. How does HIPAA protect the privacy of patients?
 - a. by requiring an authorization from the patient for the nurse or therapist to speak with the patient's physician
 - b. by giving the patient access to their own health information and the opportunity to request restrictions on who can have access
 - c. by requiring consent from the care giver before information can be given to the patient
 - d. by identifying who in your agency can have access to protected health information

4. Which standards does HIPAA-Administrative Simplification not address?
 - a. Electronic Transactions Standards
 - b. Agency Accreditation Standards
 - c. Privacy Standards
 - d. Security Standards

5. Who in the agency is responsible to make sure privacy policies are developed, implemented, and enforced?
 - a. the Director of Nursing
 - b. my supervisor
 - c. the Privacy Officer
 - d. the Performance Improvement/Quality Improvement Committee

6. Where should you speak to your supervisor about a problem with a case?
 - a. in the supervisors office behind a closed door
 - b. in the lunch room at a private table
 - c. in the library in a low voice
 - d. at your desk so the other agency staff can also participate in the conversation