



HIPAA Certified Professional (HCP)[™]

Syllabus

Introduction

The HIPAA Certified Professional course, designed exclusively for the Management and Strategy Institute, is designed to give you a broad overview of the federal legislation known as HIPAA. This course will focus on Title II of HIPAA, which is known as the Administrative Simplification Provisions.

What is HIPAA? HIPAA is the acronym for the Health Insurance Portability and Accountability Act that was passed by Congress in 1996. It provides the ability to transfer and continue health insurance coverage, reduces health care fraud and abuse, and mandates industry-wide standards for health care information.

The HCP exam is a timed, online exam. It has a required passing score of 70%. You will have 1 hour to complete it.

Competencies

This course of study covers the following competencies:

Section 1: The Privacy Rule

- Introduction to the Privacy Rule for HIPAA.
 - Learning Outcome: Understand the basics of privacy regulations regarding HIPAA.

Who is Covered

- The Privacy Rule, as well as all the Administrative Simplification rules, apply to health plans, health care clearinghouses, and to any health care provider who transmits health information in electronic form in connection with transactions for which the Secretary of HHS has adopted standards under HIPAA (the “covered entities”).
 - Learning Outcome: Understand who is covered under the privacy rule.

What is protected

- The Privacy Rule protects all "individually identifiable health information".
 - Learning Outcome: Understand what information is protected under the privacy rule.

General Principle for Uses and Disclosures

- A major purpose of the Privacy Rule is to define and limit the circumstances in which an individual's protected health information may be used or disclosed by covered entities.
 - Learning Outcome: Understand general use, permitted use, and disclosures.

Minimum Necessary

- A central aspect of the Privacy Rule is the principle of "minimum necessary" use and disclosure.
 - Learning Outcome: Understand "minimum necessary" use and disclosure of information.

Notice and Other Individual Rights

- Each covered entity, with certain exceptions, must provide a notice of its privacy practices.
 - Learning Outcome: Understand Notice and individual rights.

Enforcement and Penalties for Noncompliance

- The Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) establishes a set of national standards for the use and disclosure of an individual's health information – called protected health information – by covered entities, as well as standards for providing individuals with privacy rights to understand and control how their health information is used.
 - Learning Outcome: Understand Noncompliance penalties.

Section 2: Security

- Introduction to the security rule. A major goal of the Security Rule is to protect the privacy of individuals' health information while allowing covered entities to adopt new technologies to improve the quality and efficiency of patient care.
 - Learning Outcome: General understanding of the security rule.

General Rules

- Introduction to the security rule. A major goal of the Security Rule is to protect the privacy of individuals' health information while allowing covered entities to adopt new technologies to improve the quality and efficiency of patient care.
 - Learning Outcome: The Security Rule requires covered entities to maintain reasonable and appropriate administrative, technical, and physical safeguards for protecting e-PHI.

Administrative Safeguards

- A covered entity must identify and analyze potential risks to e-PHI.
 - Learning Outcome: Understand the administrative safeguard requirements.

Physical & Technical Safeguards

- A covered entity must implement policies and procedures to specify proper use of and access to workstations and electronic media. A covered entity also must have in place policies and procedures regarding the transfer, removal, disposal, and re-use of electronic media, to ensure appropriate protection of electronic protected health information (e-PHI).
 - Learning Outcome: Understand the physical and technical safeguard requirements.

Learning Resources

Recommended:

Material included with your purchase is recommended reading.

- Free online training material provided by MSI. The material includes everything you will need to learn to pass the exam. This material is included for free with the purchase of your exam. It is in digital form, and available immediately after payment.

Optional:

This material is not required, however it will assist you in becoming HCP Certified.

- Rebecca Herold, Kevin Beaver (Oct 20, 2014), The Practical Guide to HIPAA Privacy and Security Compliance, Second Edition, ISBN-13: 978-1439855584
- Carolyn P. Hartley (Sept 30, 2013), HIPAA Plain and Simple 3rd Edition, ISBN-13: 978-1603596572

Preparing for Success

In order to successfully complete the HCP exam, you will need to make sure you have the appropriate resources to support your learning.

- A quiet location, free from distraction.
- Internet access.
- Current (newest) version of Internet Explorer, Firefox, or Chrome browser.
- Take study notes while going through the training.
- When you are ready to take the exam, you should allot 1-hour of time.

Frequently Asked Questions

What happens if I fail the exam?

- You are given two additional attempts to pass the exam at no additional cost.

Will I receive a physical certificate in the mail?

- Yes, MSI will mail you a certificate suitable for framing as well as transcripts.