



HIPAA 2022 Spring Training Series

About the Instructors



Diane Evans, Publisher

As Publisher of MyHIPAA Guide, Diane writes extensively on issues relating to HIPAA compliance. Recent guest viewpoints have appeared in Compliance Today, the peer-reviewed journal of the national Health Care Compliance Association, and The Compliance & Ethics blog. Diane also contributes to the blog of the Center for Health Journalism, University of Southern California, Annenberg, where she is a member. She has authored accredited online courses on HIPAA compliance, available through Pedagogy Inc., based in Troup, Tx., and CE Exchange Dental, based in Louisville, Ky. She conducts accredited workshops for healthcare associations around the Midwest. Diane spent the earlier part of her career as a columnist for the Akron Beacon Journal.



Michelle Bermea, Risk Analyst

Michelle works hands on with MyHIPAA Guide workshop participants and subscribers. Her human touch helps people build competence in sustaining HIPAA compliance. Michelle received her Bachelor of Arts in Diplomacy and Foreign Affairs from Miami University. Following graduation, she moved to Washington, D.C. where she worked at the Advisory Board Company, a health care research firm; the U.S. Capitol, and the International Monetary Fund. She received her Juris Doctor from American University Washington College of Law in 2012, with an emphasis in health law.

Who Should Attend

- Compliance Officers
- Senior Leadership
- HR
- Facilities Manager
- IT Managers
- Finance Officers
- Marketing Team

Pricing

All 9 Sessions for \$400- get one FREE!
Single Session \$50

COURSE DESCRIPTIONS

HIPAA Basics: Employee Responsibilities for Privacy & Cybersecurity

March 17 @ 1 PM to 2 PM

Summary of Presentation

An Employee Responsibilities Policy is a key requirement under the Health Insurance Portability and Accountability Act (HIPAA). Why? Because everyone across an organization must stand guard as protectors of privacy and security. As the Feds emphasize, small measures can prevent big problems. This session covers simple precautions that apply to all staff members, such as appropriate internet usage and activities to avoid.

Learning Objectives & Competency Building

- Requirements of an Employee Responsibilities Policy
- Daily procedures necessary to align with policy
- Best practices to meet policy objectives

Featured Content

- MyHIPAA Guide tip sheet to help employees recognize threats
- MyHIPAA Guide tip sheet to help managers prevent cyber threats

HIPAA Basics: Building Security Checkpoints

March 24 @ 1 PM to 2 PM

Summary of Presentation

Data theft can and does take place within offices and residential settings. This presentation will focus on simple precautions to safeguard private information within physical locations -- both in databases and on paper. Think about that box of records awaiting the shredder. Who might access it? And how? This session will focus on practical solutions to common threats that often go unnoticed.

Learning Objectives & Competency Building

- Requirements of a Building Security Policy
- Risk assessment procedures to identify vulnerabilities
- Best practices to secure physical locations

Featured Content

- "Security Standards: Physical Safeguards" PDF from the U.S. Department of Health and Human Services (HHS)

COURSE DESCRIPTIONS

HIPAA Basics: Controlling Access to Private Information

March 31 @ 1 PM to 2 PM

Summary of Presentation

Inappropriate access to private information remains the leading cause of HIPAA violations. Under regulations, access should be limited on a need-to-know basis only. But studies and actual cases point to weak or non-existent access controls as a common scenario. This presentation will focus on how to control and monitor access in all places where private information resides. That includes emails, text messages, electronic devices, portable media, fax machines, laptops (sometimes in remote locations), and in downloads from databases.

Learning Objectives & Competency Building

- Requirements of Security Access Controls & Monitoring Policy
- Process for implementing safety measures
- Best practices to meet policy objectives

Featured Content

- "Security Standards: Technical Safeguards" PDF from HHS

HIPAA Basics: Staff Training & Awareness

April 7 @ 1 PM to 2 PM

Summary of Presentation

It's simple: In order to be on guard at all times, employees -- and managers in particular -- need to recognize security risks as a matter of second nature. For that to happen, organizations need to build awareness through effective training and education. Training is a key requirement under HIPAA, but it shouldn't be viewed as a check-the-box exercise. This presentation is about equipping people with knowledge and understanding of how breaches happen -- and what to do when they see signs of trouble.

Learning Objectives & Competency Building

- Requirements of a Security Training Policy
- Competencies to prioritize in training
- Benchmarks for meeting policy objectives

Featured Content

- 7-page "Primer for Staff Training" by MyHIPAA Guide

COURSE DESCRIPTIONS

HIPAA Basics: Assessing & Managing Security Risks

April 14 @ 1 PM to 2 PM

Summary of Presentation

Risk assessment is a cornerstone of HIPAA compliance. And while your organization may have a lock-tight electronic records system, you still need to follow the federal mandate for an “enterprise-wide risk assessment.” That means risks must be assessed in all electronic platforms and in all physical locations where private information resides. This presentation will help you identify all the places you need to check for possible security weaknesses.

Learning Objectives & Competency Building

- Requirements of Risk Assessment and Risk Management Policies
- How to prioritize risks
- Best practices for meeting policy objectives

Featured Content

- “Security Standards: Administrative Safeguards” PDF from HHS

HIPAA Basics: Hold Business Associates Accountable

April 21 @ 1 PM to 2 PM

Summary of Presentation

HIPAA requires signed agreements with all Business Associates -- including anyone outside your organization who has potential access to private information in any way, including seeing or hearing. Your job is to hold these Business Associates to the same high standards to which your organization is held for protecting privacy. Business Associate agreements essentially protect your organization from liability if an outside contractor commits a breach in violation of a signed agreement. This presentation will help you identify various types of vendors, such as cleaning crews, with whom you need a signed contract.

Learning Objectives & Competency Building

- Requirements of a Business Associate Policy
- Process for identifying Business Associates
- Best practices for managing Business Associate

Featured Content

- “Business Associate Decision Tree” from MyHIPAA Guide

COURSE DESCRIPTIONS

HIPAA Basics: Permissible Uses of Private Information

May 12 @ 1 PM to 2 PM

Summary of Presentation

This presentation will cover the major areas of permissible disclosures under HIPAA, and when documented authorization is required. This is a fundamental element of HIPAA - and "impermissible use" is the single largest reason cited in privacy complaints filed with the Federal government. This session will address the full gamut of permissible uses of private information, as well as rights of individuals to their own health records. The material will also cover management responsibilities to achieve compliance in this area.

Learning Objectives & Competency Building

- Disclosure requirements under HIPAA
- Limitations on disclosures to Business Associates
- The rights of individuals to access their own health records

Featured Content

- "Permitted Uses and Disclosures" PDF from the Feds
- MyHIPAA Guide summary of permissible uses and disclosures

HIPAA Basics: Social Media Use, Marketing, & HIPAA

May 19 @ 1 PM to 2 PM

Summary of Presentation

Social media is a challenge for organizations that must protect the privacy of individuals. Some aspects of social media relate to marketing - and this session will cover best practices for marketing purposes. Other aspects of social media relate to the potential of staff members to share information via posts in ways that could breach privacy. This session will cover guidelines recommended by the National Council of Boards of Nursing. The guidelines apply well to all staff in any organization.

Learning Objectives & Competency Building

- Appropriate uses of social media
- HIPAA requirements relating to marketing
- Best practices to prevent unauthorized postings

Featured Content

- Social Media Guidelines PDF
- MyHIPAA Guide Social Media Cheat Sheet

COURSE DESCRIPTIONS

HIPAA Basics: Privacy & Security Breaches in the Residential Sector

May 26 @ 1 PM to 2 PM

Summary of Presentation

Learn the most common causes of HIPAA breaches, and how to reduce high risks to the best of your ability. This course will focus on actual breaches in the I/DD sector, why they happened, and how they might have been prevented. Some breaches will occur despite the best of security efforts. However, carelessness and neglect remain top causes of cases reported to the federal government.

Learning Objectives & Competency Building

- Likely causes of HIPAA breaches
- How to recognize high risks in your midst
- Best practices for preventing breaches

Featured Content

- 5 Ways to be Cyber Secure at Work, PDF from U.S. Department of Homeland Security
- How to Recognize and Prevent Cybercrime, PDF, Homeland Security