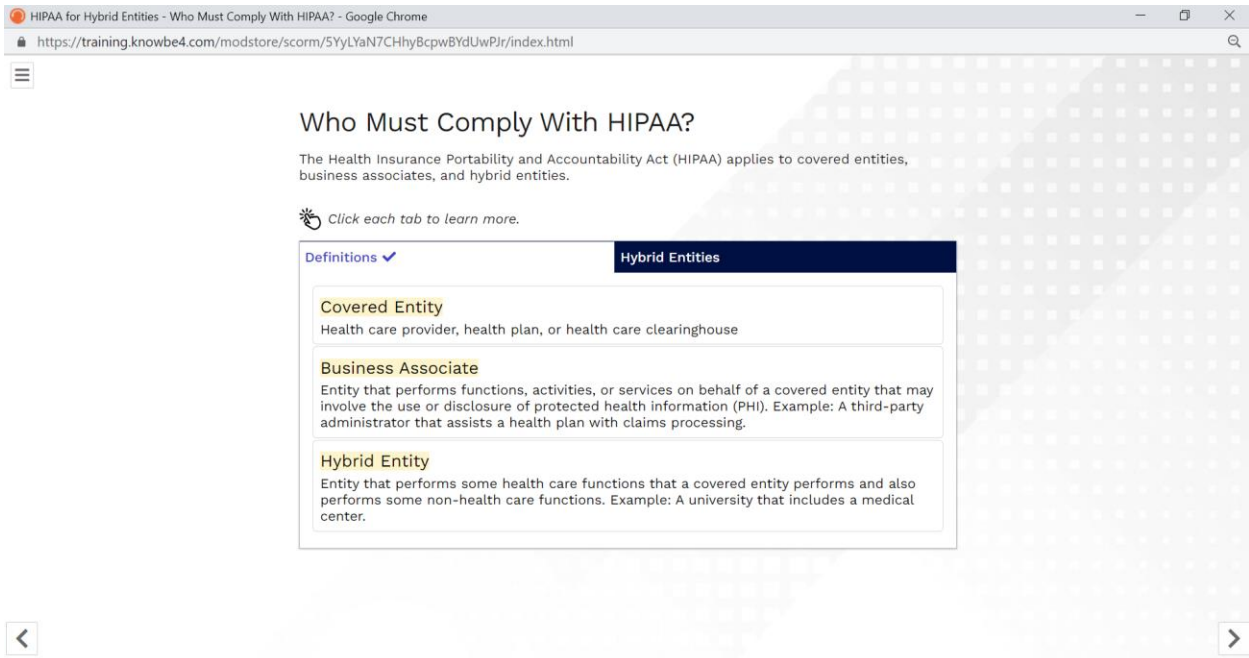
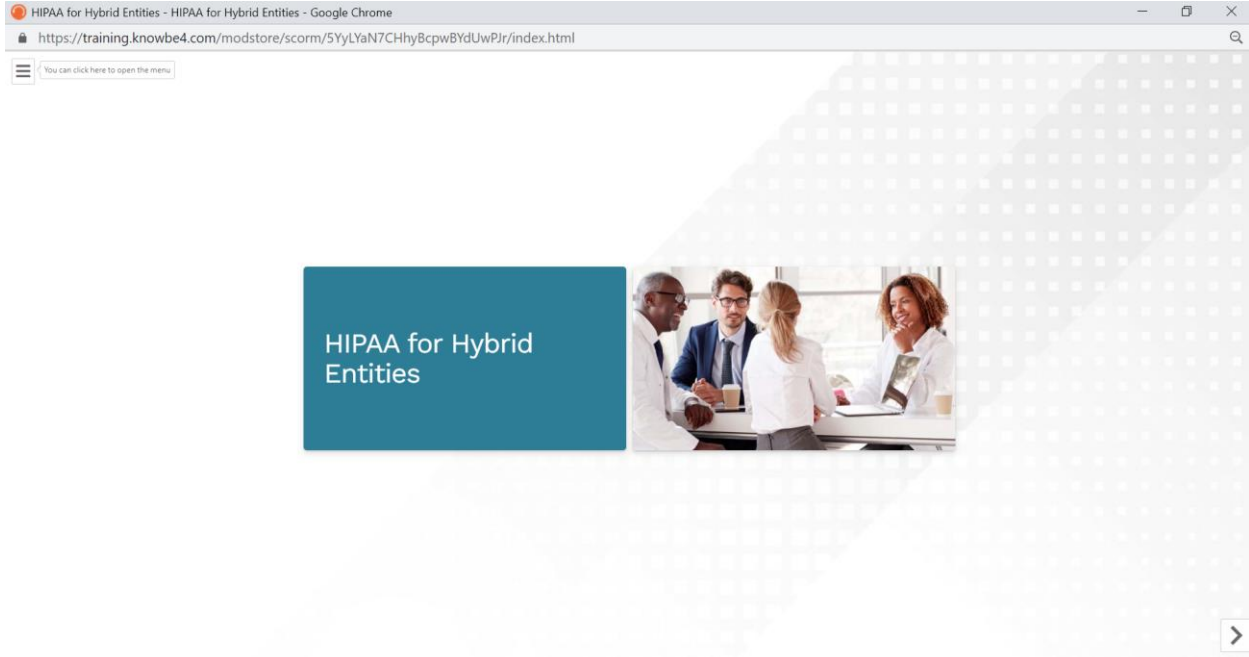


# 2022 KnowBe4 – HIPAA: Hybrid Entities



## 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Who Must Comply With HIPAA? - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHy8cpwBYdUwPjr/index.html

### Who Must Comply With HIPAA?

The Health Insurance Portability and Accountability Act (HIPAA) applies to covered entities, business associates, and hybrid entities.

Click each tab to learn more.

Definitions ✓ Hybrid Entities ✓

Our organization is considered a hybrid entity.

A hybrid entity performs both health care functions and non-health care functions. The components of a hybrid entity that perform health care functions must comply with all HIPAA regulations. The components of a hybrid entity that perform non-health care functions are not subject to HIPAA.

To become a HIPAA hybrid entity, organizations must:

- Designate the components that perform health care functions and those that do not.
- Ensure the health care components comply with HIPAA.
- Ensure that PHI is not accessible by the non-health care components.



- 00:00:00[NARRATOR] The Health Insurance Portability and Accountability Act (HIPAA)
- 00:00:03grants individuals a variety of rights
- 00:00:06pertaining to their protected health information (PHI).


## 2022 KnowBe4 – HIPAA: Hybrid Entities

- 00:00:10HIPAA also requires us to take action
- 00:00:13so that patients' PHI is protected and secure.
- 00:00:17We follow HIPAA regulations because they're the law
- 00:00:20but also because doing so protects our patients and customers.
- 00:00:24In this course, you'll learn how you can help us live up to our HIPAA requirements.

HIPAA for Hybrid Entities - Part 1: Introduction - Objectives - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

Part 1:  
**Introduction - Objectives**

- Recall the negative impacts for organizations and individuals when personal health information isn't protected.
- Identify items that contain protected health information (PHI).
- Recognize your responsibilities for complying with HIPAA regulations.



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# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Real People, Real Stories - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpw8YdUwPjr/index.html

## Real People, Real Stories

When you visit a health care professional, you trust that your information will remain private.

You expect that your medical records will be accessed only by those with a legitimate need to know, even though that information will pass through the hands of dozens of employees, from registration staff to clinical employees to third-party services.

This expectation passes to each of us as we assist our customers or patients. Whether we handle information in a doctors' office, hospital, insurance company, or other organization in the health industry, individuals are trusting us to treat their information responsibly. But sometimes carelessness or misguided intentions keep this from happening.

Click each button to learn what could happen if private health information isn't protected.

- Criminal Snoop
- Medical Identity Theft
- Email Mishap

HIPAA for Hybrid Entities - Real People, Real Stories - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpw8YdUwPjr/index.html


## Real People, Real Stories

When you visit a health care professional, you trust that your information will remain private.

**Criminal Snoop**

"A co-worker told me that a celebrity is a patient at our clinic. Curiosity got the best of me, so I peeked into their records to get some more information. I got excited and spread the gossip around.

"It turns out that snooping is a criminal offense. I was fired for violating our agreement with our customer, our internal policies, and the HIPAA privacy and security rules. In addition, my workplace was fined for violating federal medical privacy laws."



- Criminal Snoop
- Medical Identity Theft
- Email Mishap



# 2022 KnowBe4 – HIPAA: Hybrid Entities

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### Medical Identity Theft

Recently, I received an Explanation of Benefits statement containing charges for services I did not receive.

"It turns out that someone had accessed my health information and used my insurance to pay for repeated office visits and treatments. It's going to take months to fix this."

Close X

- Criminal Snoop
- Medical Identity Theft
- Email Mishap

# 2022 KnowBe4 – HIPAA: Hybrid Entities

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## Real People, Real Stories

When you visit a health care professional, you trust that your information will remain private.

### Email Mishap

"It was a hectic day, and we needed to send some medical billing information to a customer. In a rush, I entered the wrong email address and sent the information to an unauthorized recipient."

"Apparently the email contained identifying health information, so my simple mistake was the cause of a privacy breach and violated federal medical privacy laws."



**Criminal Snoop**

**Medical Identity Theft**

**Email Mishap**

# 2022 KnowBe4 – HIPAA: Hybrid Entities


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**Criminal Snoop**



**Medical Identity Theft**



**Email Mishap**

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HIPAA for Hybrid Entities - Protected Health Information - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPJr/index.html

## Protected Health Information

 Click each tab to learn about PHI.

**PHI** ✓

**Examples**

Protected health information (PHI) is any health-related information that can be used alone, or in combination with other information, to identify an individual. We are required to protect patient privacy when collecting, using, storing, disclosing, transmitting, and disposing of PHI in verbal, written, or electronic form (including photos and videos).

PHI may be found in health care records, demographic information, payment information, insurance claims—the list is endless.



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# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Protected Health Information - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

## Protected Health Information

Click each tab to learn about PHI.

PHI ✓ Examples ✓

Common Examples of PHI:

- Names of individuals and relatives
- Dates
- Email addresses
- Medical record numbers
- Health plan beneficiary numbers
- Automobile VIN and serial numbers
- URLs and IP addresses
- Full-face photographic images
- Postal addresses
- Telephone and fax numbers
- Social Security numbers
- Account numbers
- Certification/license numbers
- Device identifiers and serial numbers
- Biometric identifiers

HIPAA for Hybrid Entities - PHI - Question 1 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

## Does It Contain PHI?

**EXPLANATION OF BENEFITS**  
Jon Johnson  
123 Anywhere Dr  
Fargo, ND 58103

PRIMARY SUMMARY	
Patient	Jon J.
Paid To	Provider
Total Charge	135.00
Covered Amount	60.00
Your Responsibility	75.00

Does this example contain PHI?

Yes  
 No

Submit

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - PHI - Question 1 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

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Does this example contain PHI?

**Correct**

This example contains PHI.

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Covered Amount	60.00
Your Responsibility	75.00

Does this example contain PHI?

---

**Incorrect**

This example contains PHI.

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# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - PHI - Question 2 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

### Does It Contain PHI?

**NOTICE OF PRIVACY PRACTICES**

THIS NOTICE DESCRIBES HOW MEDICAL/PROTECTED HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Summary: By law, we are required to provide you with our Notice of Privacy Practices (NPP).

Does this example contain PHI?

Yes

No

Submit

HIPAA for Hybrid Entities - PHI - Question 2 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

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Does this example contain PHI?

Yes

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Browser title: HIPAA for Hybrid Entities - PHI - Question 2 - Google Chrome  
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Does this example contain PHI?

**Correct**

This example does not contain PHI. Note that if the Notice of Privacy Practices includes a patient's acknowledgment, it is considered PHI.

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Does this example contain PHI?

Yes

No

Submit

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**Incorrect**

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HIPAA for Hybrid Entities - PHI - Question 3 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPJr/index.html

### Does It Contain PHI?

MEMBER INFORMATION	
Last Name	Johnson
First Name	Jane
Subscriber ID Number	123-45-678

PATIENT INFORMATION	
Last Name	Johnson
First Name	Jon
Patient ID Number	876-54-321
Date of Birth	01/14/1969
Relationship	Spouse
Sex	M

Does this example contain PHI?

Yes

No

Submit

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - PHI - Question 3 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

### Does It Contain PHI?

MEDICAL CLAIM FORM	
MEMBER INFORMATION	
Last Name	Johnson
First Name	Jane
Subscriber ID Number	123-45-678

PATIENT INFORMATION	
Last Name	Johnson
First Name	Jon
Patient ID Number	876-54-321
Date of Birth	01/14/1969
Relationship	Spouse
Sex	M

Does this example contain PHI?

Yes

No

Submit

HIPAA for Hybrid Entities - PHI - Question 3 - Google Chrome  
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# 2022 KnowBe4 – HIPAA: Hybrid Entities

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Yes

No

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Date of Birth	01/14/1969
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Does this example contain PHI?

---

**Incorrect**

This example contains PHI.

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Your Responsibilities - Google Chrome

https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHhyBcpwBYdUwPjr/index.html

## Your Responsibilities

As a hybrid entity we perform both covered and non-covered functions as part of our business operations.

This means that some of our handling of PHI is subject to the HIPAA regulations, while other areas of our business operations are not.

This is accomplished by creating a wall between our PHI-handling components and those components which are not accountable to HIPAA requirements.

Click each button to learn more about your responsibilities.

**Covered Functions**   **Privacy**   **Security**

HIPAA for Hybrid Entities - Your Responsibilities - Google Chrome

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**Covered Functions** Close X

HIPAA applies only to covered business units which we have designated as health care components.

A department or unit gains such designation if it:

- Meets the definition of a covered entity if it were a separate legal entity,
- Performs covered functions or transactions under HIPAA, or
- Performs activities that would make it a business associate if it were a separate legal entity.

You have the responsibility to know which components of our organization perform covered functions and ensure that information covered by HIPAA does not cross over into non-designated components.



# 2022 KnowBe4 – HIPAA: Hybrid Entities

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**Privacy**

Privacy is the foundation of HIPAA. It's the underlying principle that determines how and when we can use or disclose an individual's protected health information (PHI). It also grants patients the rights to keep their information confidential.

You have the responsibility to keep all PHI private; therefore, you cannot reveal that information to any other person without the patient's consent.

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Your Responsibilities - Google Chrome  
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**Covered Functions** **Privacy** **Security**

### Security

Patients expect that their medical records and data will be kept safe and secure, regardless of how many hands touch it.

You have a responsibility to secure any confidential information related to a patient (such as names, dates, diagnoses, and medications). You are also expected to safeguard information from misuse.

Close X

# 2022 KnowBe4 – HIPAA: Hybrid Entities


HIPAA for Hybrid Entities - Your Responsibilities - Google Chrome  
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HIPAA for Hybrid Entities - Scenario 1 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

## Apply What You've Learned

Employee: "Hmm, I wonder if I need to keep this patient's contact information secure?"

Does this employee need to protect this information?

- Yes, this record contains PHI.
- Yes, but only if the patient has a federally recognized insurance policy.
- No, this information is not confidential.


Submit

<    >

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Scenario 1 - Google Chrome  
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Employee: "Hmm, I wonder if I need to keep this patient's contact information secure?"

Does this employee need to protect this information?


**Correct**

Patient contact information, as well as medical claim forms, health care billing statements, and Explanation of Benefits forms contain PHI and need to be safeguarded.

# 2022 KnowBe4 – HIPAA: Hybrid Entities

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Does this employee need to protect this information?

---

**Incorrect**


Patient contact information, as well as medical claim forms, health care billing statements, and Explanation of Benefits forms contain PHI and need to be safeguarded.



# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Scenario 2 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPJr/index.html

### Apply What You've Learned



Employee: "Check out this patient's records! You won't believe who just got plastic surgery!"

Can this employee share this information?


- Yes, this is general information and not PHI.
- No, this is PHI and it is against the law to share.

Submit

< >

HIPAA for Hybrid Entities - Scenario 2 - Google Chrome  
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Employee: "Check out this patient's records! You won't believe who just got plastic surgery!"

Can this employee share this information?


**Correct**

Any information pertaining to the health care of an individual is PHI and cannot be shared or accessed unless there is an authorized need to know.

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HIPAA for Hybrid Entities - Scenario 2 - Google Chrome  
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HIPAA for Hybrid Entities - Scenario 3 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

### Apply What You've Learned

First Employee: "I'm worried about being personally liable if we are out of HIPAA compliance."



Second Employee: "Don't worry! HIPAA compliance isn't our responsibility. Our managers handle most of the compliance stuff."

Is the second employee's response accurate?

- Yes, only those employees who directly handle PHI need to comply with HIPAA regulations.
- No, everyone—regardless of role—needs to know and comply with HIPAA regulations.

Submit


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# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Scenario 3 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

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**Correct**


We are contractually and legally obligated to comply with HIPAA and our policies and procedures.

# 2022 KnowBe4 – HIPAA: Hybrid Entities

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## 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Part 1: Introduction - Summary - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

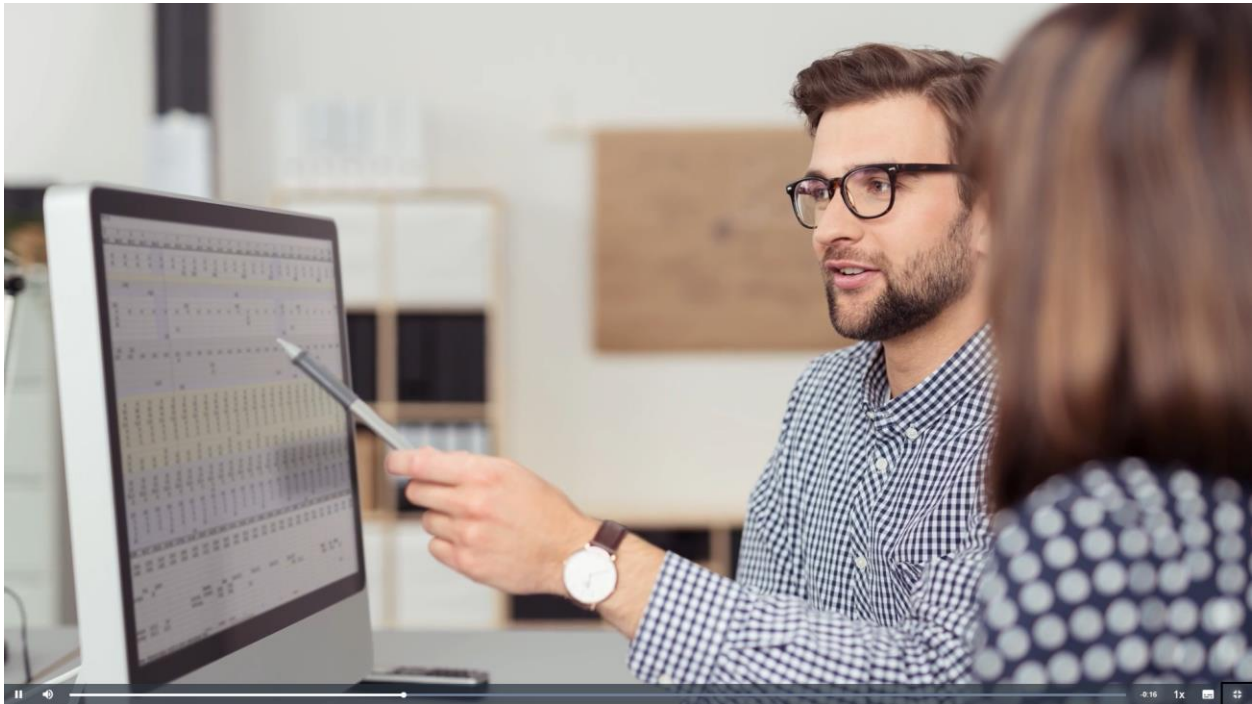

Part 1:  
**Introduction - Summary**

Complying with HIPAA isn't about checking the box—it's about taking action to protect real people.

Doing your part to keep us in compliance helps safeguard PHI and ensure our organization isn't penalized with fines.

Take a moment to review the key points covered.

- Failure to protect health information can result in fines or penalties associated with violating federal medical privacy laws, medical identity theft, and loss of customer or patient trust.
- PHI is any health-related information that can be used alone, or in combination with other information, to identify an individual.
- You are responsible for complying with HIPAA regulations by keeping all PHI private, securing any confidential information related to our patients and customers, and providing them access to their PHI.



## Transcript

- 00:00:00[NARRATOR] Compliance with HIPAA applies at every level of our organization.




## 2022 KnowBe4 – HIPAA: Hybrid Entities

- 00:00:04When each employee does their part,
- 00:00:06we can successfully limit unauthorized or inappropriate access to PHI,
- 00:00:11and limit unauthorized disclosures.
- 00:00:14No matter your role, you maintain the standing of our organization
- 00:00:17and protect the privacy of our customers
- 00:00:19each time you apply HIPAA to our business practices.

HIPAA for Hybrid Entities - Part 2: Using and Disclosing PHI - Objectives - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpw8YdUwPjr/index.html

Part 2:  
**Using and Disclosing PHI - Objectives**

- Recognize that the HIPAA Privacy Rule regulates how we use PHI, share it with others, and handle requests to disclose PHI to outside entities.
- Recall the administrative requirements that we implement to ensure our compliance with the HIPAA Privacy Rule.
- Recall the permissible purposes for sharing PHI under the HIPAA Privacy Rule.
- Determine when it is permissible to disclose PHI and when it is not.



# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA Privacy Rule

The HIPAA Privacy Rule defines the permitted uses and disclosures of PHI. At its most fundamental level, the rule states that we must use only the minimum necessary PHI for treatment, payment, and health care operations.

No matter how our organization uses PHI, the first step to help us stay in compliance is to be aware of when HIPAA applies.

Click each button to learn about situations where HIPAA applies.

Treatment Payment Operations

HIPAA Privacy Rule

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Treatment Payment Operations

**Treatment**

Treatment Activities Include:

- The provision, coordination, or management of health care and related services among health care providers or by a health care provider and a third party involved in health care operations.
- Consultation between health care providers regarding a patient.
- Referral of a patient from one health care provider to another.

Exception: Psychotherapy notes are subject to restrictions.

Close X

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - HIPAA Privacy Rule - Google Chrome

https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

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### Payment

Payment Activities Include:

- Determining eligibility or coverage under a health care plan and adjudication of claims.
- Risk adjustments.
- Billing and collection activities.
- Reviewing health care services for medical necessity, coverage, justification of charges, etc.
- Utilization review activities.
- Disclosures to consumer reporting agencies.

# 2022 KnowBe4 – HIPAA: Hybrid Entities


HIPAA for Hybrid Entities - HIPAA Privacy Rule - Google Chrome  
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 Treatment

 Payment

 Operations

HIPAA for Hybrid Entities - HIPAA Privacy Rule - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

## HIPAA Privacy Rule

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### Operations

Health Care Operations Activities Include:

- Quality assessment and improvement activities.
- Underwriting and other activities related to creating, renewing, and replacing health insurance or benefits contracts.
- Medical review, legal, and auditing services.
- Business planning and development.
- Business management and general administrative activities.



Close X

## 2022 KnowBe4 – HIPAA: Hybrid Entities


HIPAA for Hybrid Entities - HIPAA Privacy Rule - Google Chrome  
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Treatment



Payment




Operations

HIPAA for Hybrid Entities - Administrative Requirements - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

### Administrative Requirements

Your daily interactions with PHI are the most important way that we maintain HIPAA compliance. However, we also implement a variety of administrative policies and procedures at all levels of our organization to ensure that we live up to our obligations.

Click each tab to learn about the administrative requirements we follow to comply with the HIPAA Privacy Rule.




Tab 1 ✓	Tab 2	Tab 3	Tab 4	Tab 5
<p><b>Privacy Officer</b></p> <p>We designate a privacy officer to implement the Privacy Rule and to be the primary point of contact for all privacy-related concerns.</p> <p><b>Employee Training</b></p> <p>We train all team members on the importance of complying with HIPAA.</p>				

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Administrative Requirements - Google Chrome  
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- Tab 1 ✓
- Tab 2 ✓
- Tab 3
- Tab 4
- Tab 5


**Safeguards**  
We place appropriate administrative, technical, and physical safeguards to protect PHI in all its forms.

**Complaints**  
We give individuals a clear process for making complaints, and we document and investigate each complaint we receive.

HIPAA for Hybrid Entities - Administrative Requirements - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPJr/index.html

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**Sanctions**  
We are required to take actions against team members that do not comply with HIPAA regulations or with our policies and procedures.

**Mitigation**  
We take practical steps to mitigate the harmful effects caused by impermissible disclosure of PHI.




# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Administrative Requirements - Google Chrome  
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---------	---------	---------	---------	-------


**Refrain From Intimidation or Retaliation**  
We never punish individuals for exercising the rights granted to them by HIPAA.

**No Waiver of Rights**  
We don't require that individuals waive their HIPAA rights as a provision of treatment, payment, plan enrollment, or eligibility of benefits.

HIPAA for Hybrid Entities - Administrative Requirements - Google Chrome  
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---------	---------	---------	---------	---------

**Documentation**  
We maintain written documentation of all HIPAA-related policies, procedures, communications, and any other action, activity, or designation.

**Document Storage and Disposal**  
PHI and other HIPAA-related documents must be kept out of public view and stored in secure areas. HIPAA-related documents, such as notices of privacy practices, disclosure authorizations, or risk assessments, must be retained for a period of 6 years from the date of creation (or the date when last in effect). Once that period is met, HIPAA-related documents must be disposed of in a secure shredder or electronically deleted.

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Use and Disclosure - Google Chrome

https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

## Use and Disclosure

The HIPAA Privacy Rule also regulates the use, disclosure, and handling of requests for PHI.

Click each button to learn how these terms apply to your job functions.

Use Disclosure Request

HIPAA for Hybrid Entities - Use and Disclosure - Google Chrome

https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

## Use and Disclosure

The HIPAA Privacy Rule also regulates the use, disclosure, and handling of requests for PHI.

Click each button to learn how these terms apply to your job functions.

Use

Close X

Use Refers to activities conducted in routine business activities. Only those involved in the treatment, payment, or operations of health care may share, apply, utilize, examine, or analyze PHI.

# 2022 KnowBe4 – HIPAA: Hybrid Entities

Use and Disclosure

The HIPAA Privacy Rule also regulates the use, disclosure, and handling of requests for PHI.

Click each button to learn how these terms apply to your job functions.

Use Disclosure Request

This screenshot shows a web browser window with the URL <https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html>. The page content includes a title 'Use and Disclosure', a paragraph explaining that the HIPAA Privacy Rule regulates the use, disclosure, and handling of requests for PHI, and a prompt to click buttons to learn more. Three buttons labeled 'Use', 'Disclosure', and 'Request' are visible, each with a corresponding image: a person at a computer for 'Use', a doctor on a phone for 'Disclosure', and a hand holding a pen for 'Request'. Navigation arrows are present at the bottom.

Use and Disclosure

The HIPAA Privacy Rule also regulates the use, disclosure, and handling of requests for PHI.

Click each button to learn how these terms apply to your job functions.

Disclosure

Refers to how PHI is shared with outside entities. It includes the release, transfer, access, or divulgence of PHI. Disclosing PHI may be necessary for operational purposes, but it is subject to certain limitations.

Close X

This screenshot shows the same web browser window as above, but with the 'Disclosure' button selected. A white pop-up window is overlaid on the 'Disclosure' button, containing the text: 'Disclosure Refers to how PHI is shared with outside entities. It includes the release, transfer, access, or divulgence of PHI. Disclosing PHI may be necessary for operational purposes, but it is subject to certain limitations.' A 'Close X' button is located in the top right corner of the pop-up window. The background of the slide is dimmed.

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Use and Disclosure - Google Chrome

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Click each button to learn how these terms apply to your job functions.

**Request**

Refers to any situation where we—or an individual within our workplace—request and/or are requested to disclose PHI to an outside entity. Requests for PHI may be necessary for operational purposes, but they are subject to certain limitations.

Close X


## 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Use and Disclosure - Google Chrome  
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Use



Disclosure



Request

< >

HIPAA for Hybrid Entities - Types of Disclosures - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

### Types of Disclosures

It is critical to understand the limitations around disclosing PHI. Most disclosures fall into one of the following four categories.

Click each button to learn more.

Permitted Disclosures

Disclosures Required by Law

Disclosures Following an Opportunity To Object

Disclosures Requiring Authorization

<

## 2022 KnowBe4 – HIPAA: Hybrid Entities

The screenshot shows a web browser window with the URL <https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html>. The page title is "HIPAA for Hybrid Entities - Types of Disclosures". A modal window is open with the title "Permitted Disclosures" and a "Close X" button. The question asks: "I need to share a patient's PHI with her insurance company for billing purposes. Is it okay to disclose this information?". The correct answer is "Yes. PHI can be disclosed in this circumstance." Below the answer, there is a list of permitted disclosure circumstances:

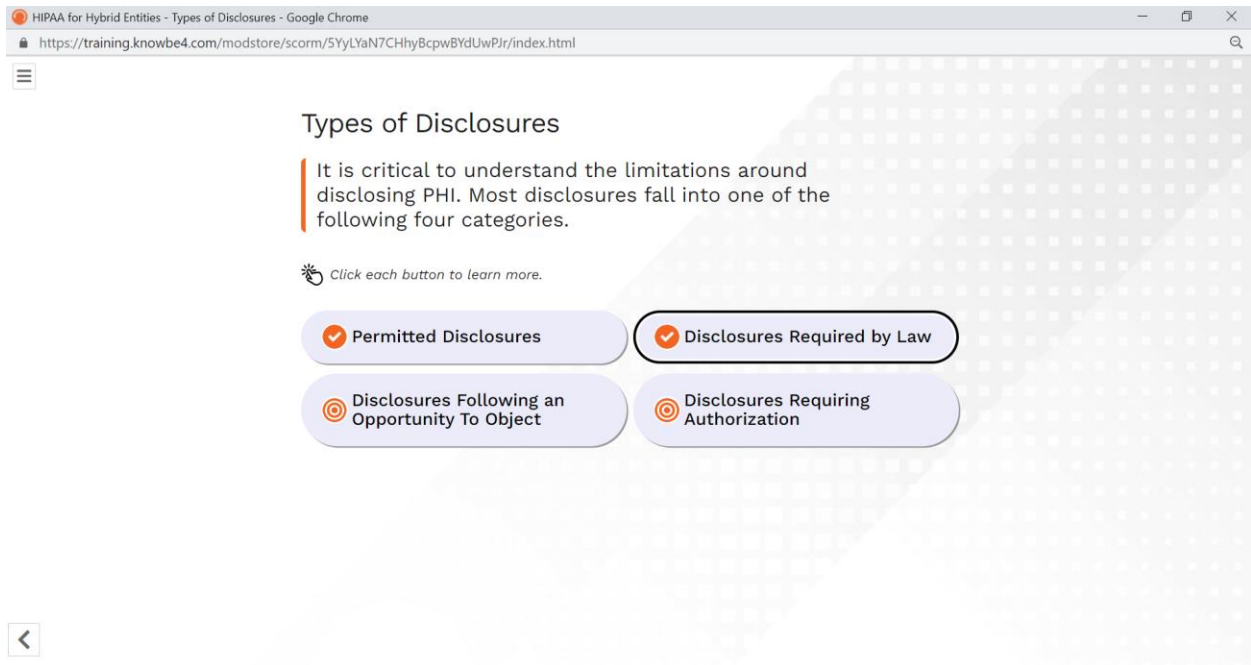
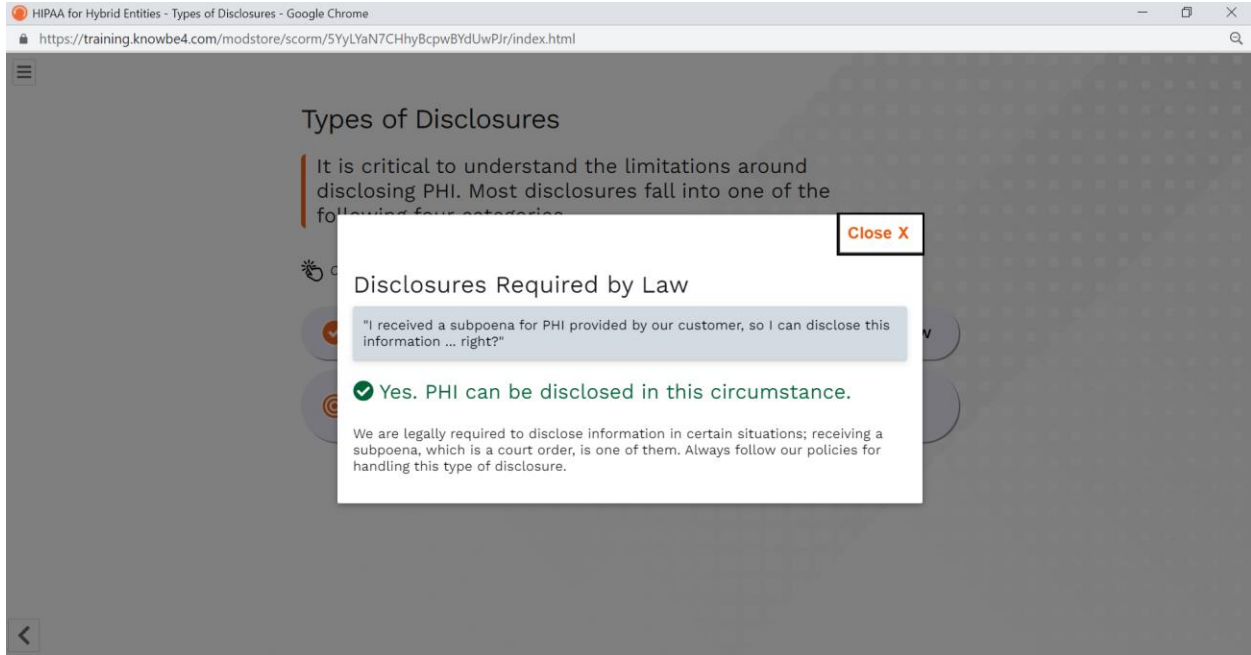
- To the individual to whom the PHI relates
- To a business associate under a valid Business Associate Agreement
- Cases involving victims of abuse, neglect, or domestic violence
- The operation of coroners, medical examiners, and funeral directors
- Public health activities
- Health oversight activities
- Law enforcement purposes
- Organ donation purposes
- Research (under certain conditions)

The screenshot shows a web browser window with the URL <https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html>. The page title is "HIPAA for Hybrid Entities - Types of Disclosures". The main heading is "Types of Disclosures". Below the heading, there is a paragraph: "It is critical to understand the limitations around disclosing PHI. Most disclosures fall into one of the following four categories." Below this paragraph, there is a small icon and the text "Click each button to learn more." There are four buttons arranged in a 2x2 grid:

- Permitted Disclosures (selected)
- Disclosures Required by Law
- Disclosures Following an Opportunity To Object
- Disclosures Requiring Authorization



# 2022 KnowBe4 – HIPAA: Hybrid Entities





## 2022 KnowBe4 – HIPAA: Hybrid Entities

Types of Disclosures

It is critical to understand the limitations around disclosing PHI. Most disclosures fall into one of the following four categories.

Click each button to learn more.

Close X

### Disclosures Following an Opportunity To Object

"A patient's family member is requesting information; however, the patient has not consented to the disclosure. Can I release this information?"

**i** It depends on the patient's status.

Patients available and capable of making decisions must be given the opportunity to consent or object to disclosures. Use your professional judgment if the patient is unavailable or incapable of providing consent themselves. Before sharing, verify the identity of the person requesting the information and the authority of that person to receive the information. Only share relevant details, and only share when it's in the best interests of the patient. You can refer to our policies and procedures for more information related to this type of disclosure.

Types of Disclosures

It is critical to understand the limitations around disclosing PHI. Most disclosures fall into one of the following four categories.

Click each button to learn more.

- Permitted Disclosures
- Disclosures Required by Law
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## 2022 KnowBe4 – HIPAA: Hybrid Entities

Types of Disclosures

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Click each button to learn more.

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**Disclosures Following an Opportunity To Object**

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# 2022 KnowBe4 – HIPAA: Hybrid Entities

The screenshot shows a web browser window with the URL <https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html>. The main slide is titled "Types of Disclosures" and contains the text: "It is critical to understand the limitations around disclosing PHI. Most disclosures fall into one of the following four categories." A pop-up window is overlaid on the slide, titled "Disclosures Requiring Authorization". The pop-up contains a question: "An employer called and requested the status of an employee who was admitted to our facility this morning. Is it okay to disclose this patient's information?" Below the question, there is a red "X" icon followed by the text: "No. PHI cannot be disclosed in this circumstance." At the bottom of the pop-up, it states: "Disclosing PHI to a patient's employer without proper authorization is illegal. Disclosures must be related to the patient's treatment, payment for the treatment, and/or health care operations, and provided to only those with an administrative need to know." A "Close X" button is located in the top right corner of the pop-up.


The screenshot shows the same web browser window as above. The main slide is titled "Types of Disclosures" and contains the text: "It is critical to understand the limitations around disclosing PHI. Most disclosures fall into one of the following four categories." Below the text, there is a small icon and the text: "Click each button to learn more." There are four buttons arranged in a 2x2 grid, each with a checkmark icon and a label: "Permitted Disclosures", "Disclosures Required by Law", "Disclosures Following an Opportunity To Object", and "Disclosures Requiring Authorization". The "Disclosures Requiring Authorization" button is highlighted with a black border.

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Scenario 4 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHhyBcpwBYdUwPJr/index.html

### Apply What You've Learned

Patient: "Do I need to call the insurance company to provide my information so they will pay for the treatment? It would be great if you would call them for me."



Nurse: "No, our staff will take care of that for you."

Does providing medical information about this patient to an insurance company violate HIPAA regulations?

- Yes, the patient must contact the insurance company directly or authorize the nurse to do so.
- No, covered entities can share information with other parties involved in order to obtain payment for treatment.


Submit

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HIPAA for Hybrid Entities - Scenario 4 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHhyBcpwBYdUwPJr/index.html

### Apply What You've Learned

Patient: "Do I need to call the insurance company to provide my information so they will pay for the treatment? It would be great if you would call them for me."



Nurse: "No, our staff will take care of that for you."

Does providing medical information about this patient to an insurance company violate HIPAA regulations?

- Yes, the patient must contact the insurance company directly or authorize the nurse to do so.
- No, covered entities can share information with other parties involved in order to obtain payment for treatment.

Submit


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# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Scenario 4 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHhyBcpwBYdUwPjr/index.html

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Nurse: "No, our staff will take care of that for you."

Does providing medical information about this patient to an insurance company violate HIPAA regulations?

**Correct**


A covered entity can share information with other providers, pharmacies, labs, or other entities involved in the patient's care or with the patient's health plan to obtain payment.

< >

HIPAA for Hybrid Entities - Scenario 4 - Google Chrome  
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HIPAA for Hybrid Entities - Scenario 5 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHhyBcpwBYdUwPjr/index.html

### Apply What You've Learned



Receptionist (looking at X-ray): "Gross! What a gnarly fracture!"

Is this receptionist violating HIPAA law by viewing this X-ray?

- Yes, as a receptionist they don't have a business need to view a patient's X-ray.
- No, viewing an X-ray alone does not violate privacy regulations.

Submit


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# 2022 KnowBe4 – HIPAA: Hybrid Entities

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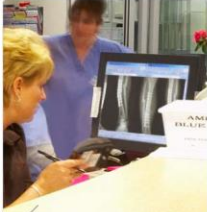
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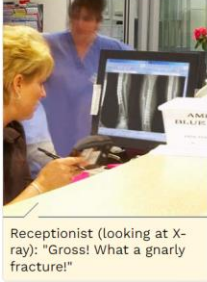
The receptionist does not have a business need to view this PHI. Accessing, using, or disclosing PHI without authorization from the patient violates HIPAA regulations.

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# 2022 KnowBe4 – HIPAA: Hybrid Entities

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# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Scenario 6 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

### Apply What You've Learned



Employee: "I have a patient on the phone making a complaint about the disclosure of their health care information. Rather than raise a fuss, I gave them a 15% refund on their last treatment."

Did this employee handle the complaint in a way consistent with HIPAA requirements?


- Yes, the most important thing is that the patient walks away happy and drops the complaint.
- No, any complaints should be escalated to the Privacy Officer.

Submit

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HIPAA for Hybrid Entities - Scenario 6 - Google Chrome  
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The HIPAA Privacy Rule requires that all privacy-related concerns be handled by a single point of contact: our Privacy Officer.

< Nex >

HIPAA for Hybrid Entities - Scenario 6 - Google Chrome  
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HIPAA for Hybrid Entities - Part 2: Using and Disclosing PHI - Summary - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHhyBcpwBYdUwPjr/index.html

### Part 2: Using and Disclosing PHI - Summary

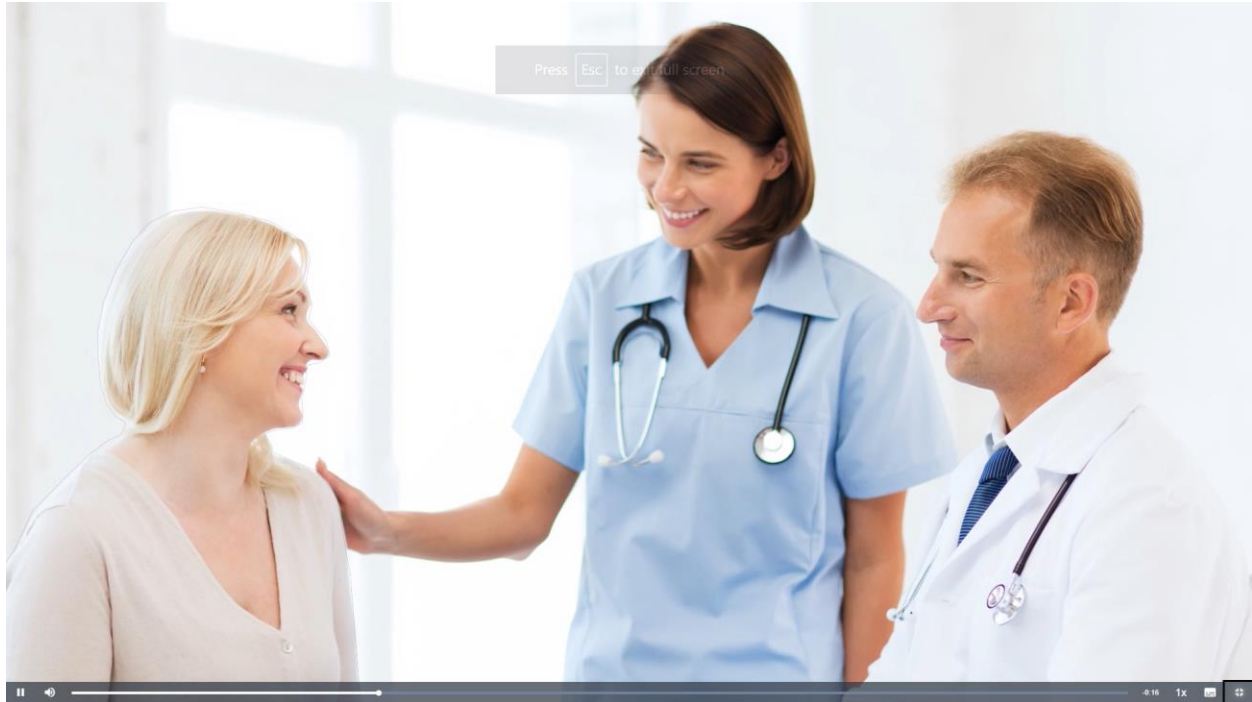


Keep the HIPAA Privacy Rule in mind when performing your duties, and remember the most common disclosures, including permitted disclosures for treatment, payment, and health care operations.

Take a moment to review the key points covered.

- The HIPAA Privacy Rule states that only the minimum amount of PHI necessary can be used and disclosed for treatment, payment, and health care operations purposes.
- We employ a variety of administrative policies and procedures that help ensure our compliance with the HIPAA Privacy Rule.
- We must only use, disclose, or request PHI when doing so for the purposes of treatment, payment, or other health care operations.
- We must only disclose PHI when the disclosure is permitted under HIPAA, authorized by the patient, or required by law.

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## Transcript

- 00:00:00[NARRATOR] We comply with HIPAA not simply to adhere to legal requirements
- 00:00:04but because we care about the individuals whose PHI we handle each day.
- 00:00:08They trust us with this information because we treat their PHI
- 00:00:12with the same care we'd expect for our own.
- 00:00:15It's this principle that guides how we respect the rights of individuals granted by HIPAA.



HIPAA for Hybrid Entities - Part 3: Rights of Individuals - Objectives - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

Part 3:  
**Rights of Individuals - Objectives**

- Identify the rights that HIPAA grants to individuals in regard to their PHI.
- Identify the information that HIPAA requires us to include in our Notice of Privacy Practices.
- Identify how you should handle requests for PHI.



HIPAA for Hybrid Entities - Rights of Individuals - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

### Rights of Individuals

HIPAA isn't just about protecting information; it also gives individuals a variety of rights that must be upheld.

**It's your duty to ensure that these rights are respected.**


#### Individuals have a right to:

1. Inspect and request a copy of their medical record.
2. Amend their PHI.  
Request an accounting of all PHI disclosures. Note that some exceptions apply, such as for routine disclosures, disclosures to the individual, authorized disclosures, and disclosures related to permitted uses.
3. Request confidential communications of their PHI by alternative means.
4. Obtain a paper copy of the Notice of Privacy Practices.
5. File a complaint regarding the privacy or security of their PHI.  
Request restrictions on uses and disclosures of their PHI—including restricting disclosures to a health plan if the individual pays for a service or item in full themselves.
- 6.
- 7.

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Notice of Privacy Practices - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

## Notice of Privacy Practices

 Click each tab to learn about our responsibility to provide Notice of Privacy Practices.

**Providing Notice** ✓

To ensure that individuals are well informed of their rights—and our responsibilities—HIPAA regulations require that we develop and issue a Notice of Privacy Practices.

We must provide individuals our Notice of Privacy Practices as soon as it is reasonable to do so. It must also be available upon request.




**Notification Requirements**

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HIPAA for Hybrid Entities - Notice of Privacy Practices - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

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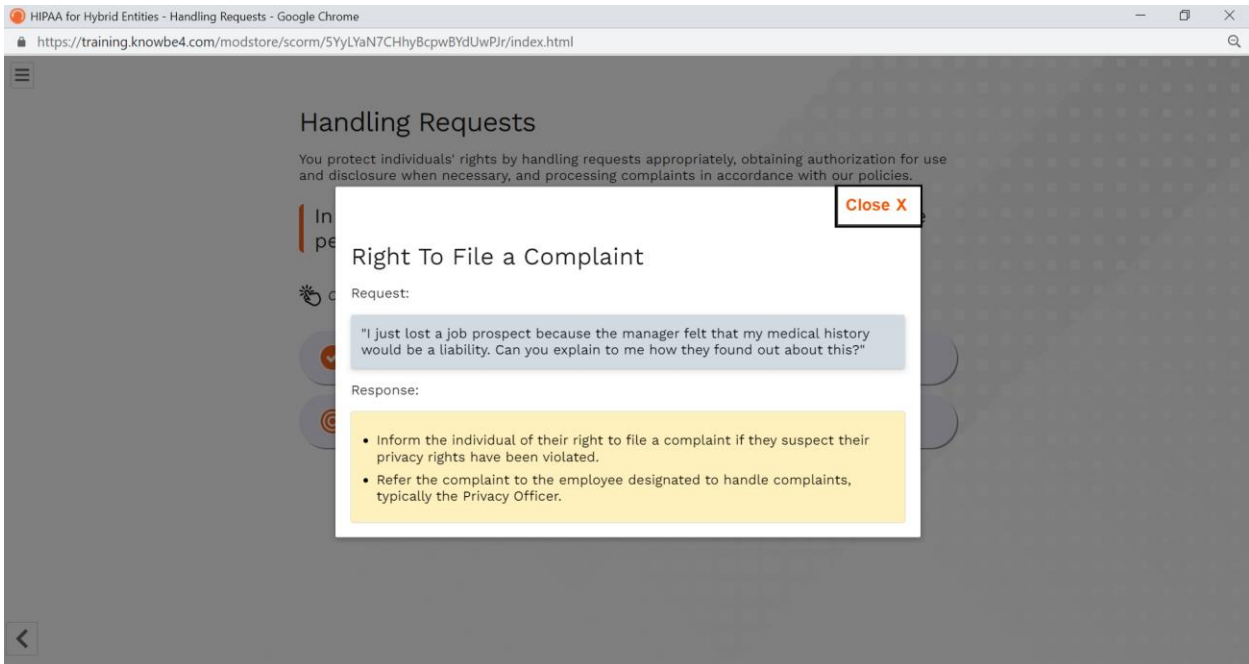
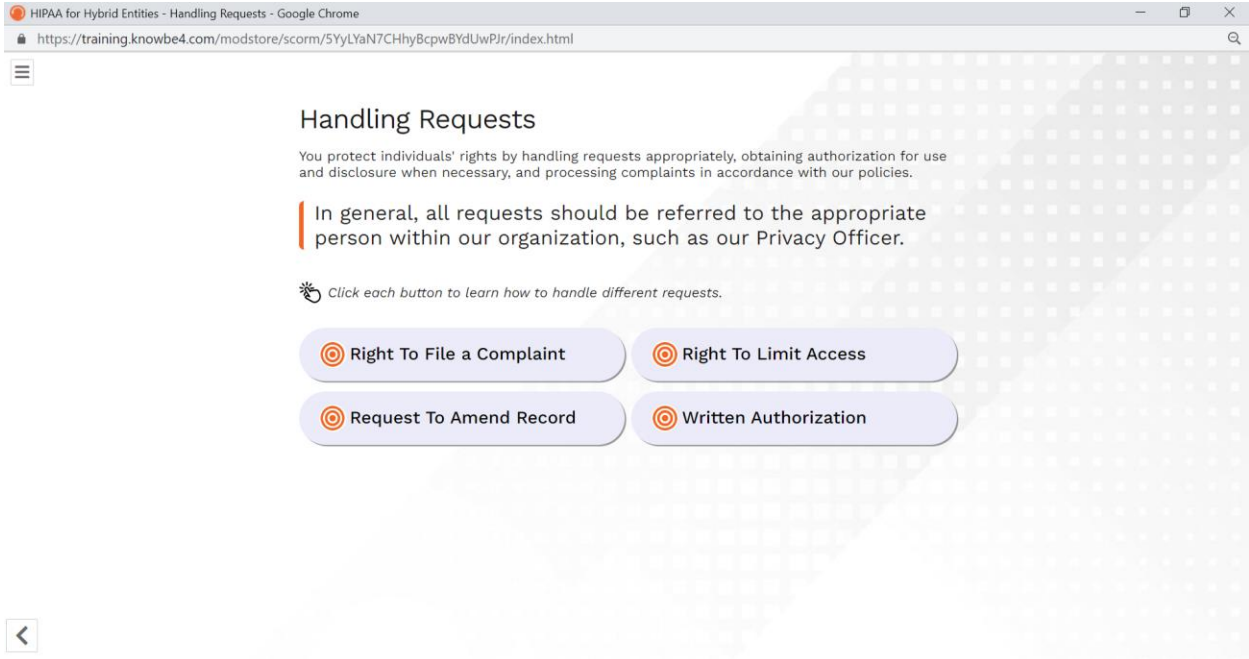
**Providing Notice** ✓

**Notification Requirements** ✓

1. A description of how we may and may not use and disclose PHI.
2. A description of our legal duties and responsibilities to maintain the privacy of PHI.
3. A description of individuals' rights concerning their PHI and how to exercise those rights.
4. An explanation of how individuals can file a complaint with us and/or the federal government.
5. The name of a person or office that individuals may contact for further information.
6. A statement regarding our responsibility to notify individuals in the case of a breach of unsecured PHI.

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# 2022 KnowBe4 – HIPAA: Hybrid Entities



# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Handling Requests - Google Chrome

https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

## Handling Requests

You protect individuals' rights by handling requests appropriately, obtaining authorization for use and disclosure when necessary, and processing complaints in accordance with our policies.

In general, all requests should be referred to the appropriate person within our organization, such as our Privacy Officer.

Click each button to learn how to handle different requests.

- Right To File a Complaint
- Right To Limit Access
- Request To Amend Record
- Written Authorization

HIPAA for Hybrid Entities - Handling Requests - Google Chrome

https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

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### Right To Limit Access

Request:

"My daughter is feeling better, but I worry that this procedure may affect her chances of getting a student loan or inclusion in some activities. Can I limit who has access to her medical information?"

Response:

- Inform the individual that they have a right to request a restriction or limitation on the PHI we use or disclose for certain specified reasons.
- Refer the request to the employee designated to handle these requests, typically the Privacy Officer. Note that we are not required to agree to the restriction request.

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Handling Requests - Google Chrome

https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

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### Request To Amend Record

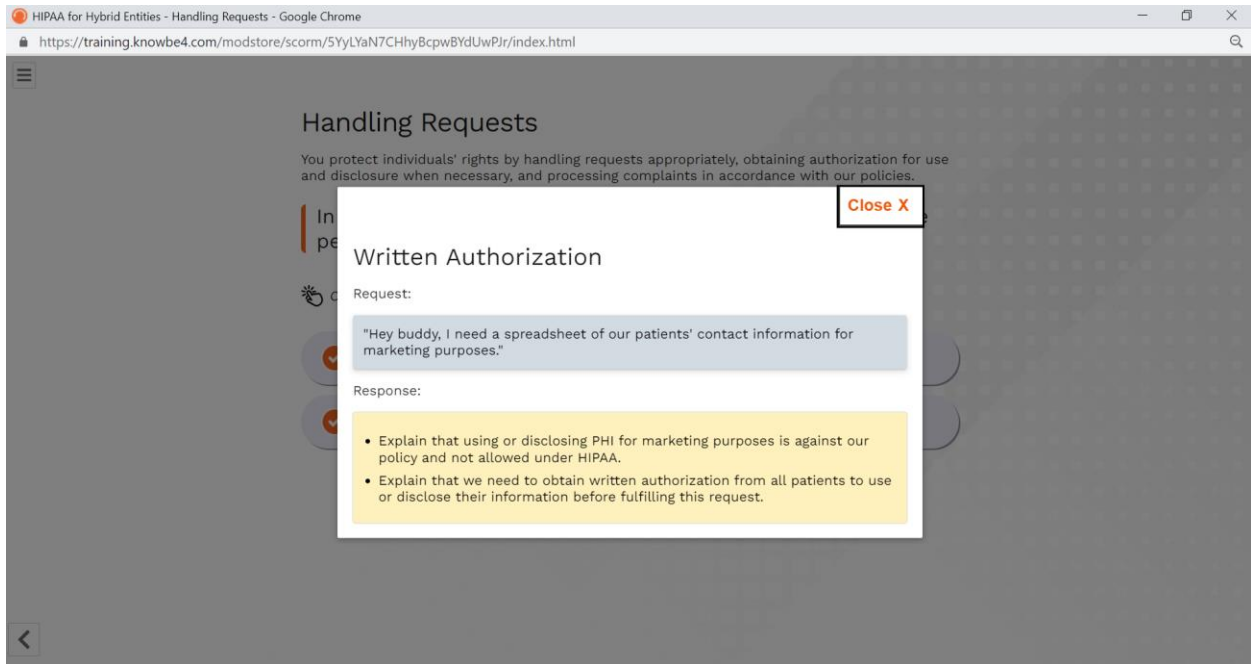
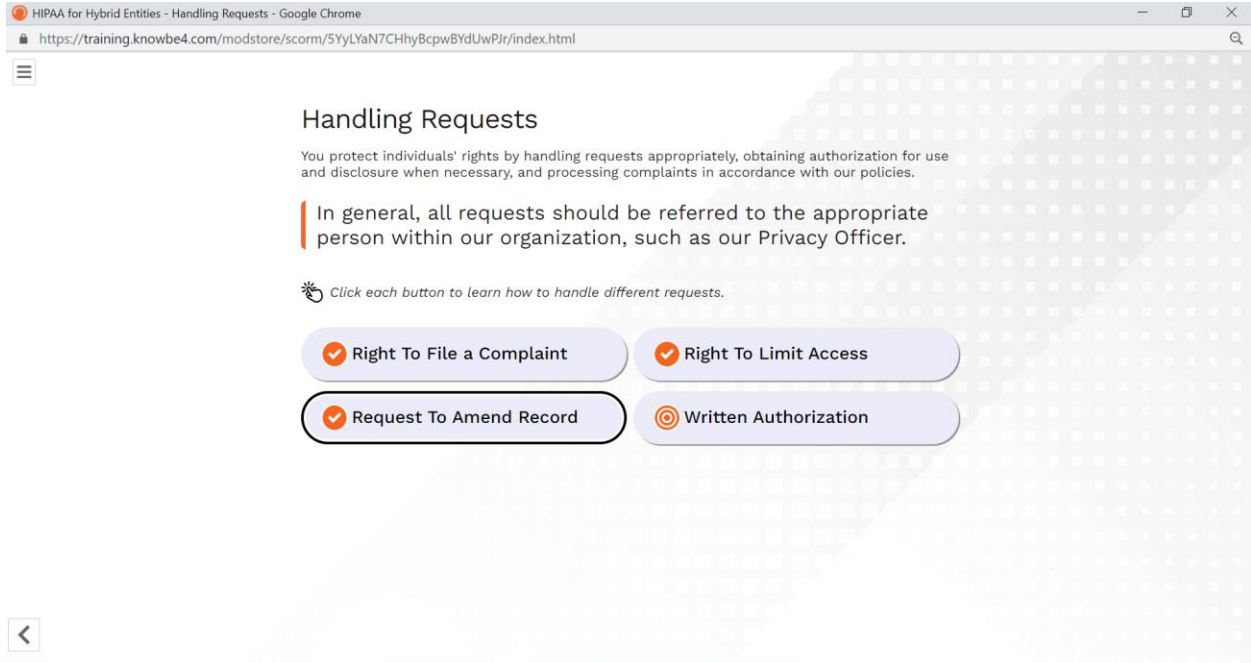
Close X

Request:

"I've been seeing a variety of specialists lately, and they all seem to be looking at the same record—which is inaccurate. How can I fix the problem?"

Response:

- Explain that the patient has a right to request an amendment, and it's the provider's decision whether or not to accommodate the request.
- Refer the request to the employee designated to handle these requests, typically the Privacy Officer.





## 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Handling Requests - Google Chrome  
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HIPAA for Hybrid Entities - Scenario 7 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

### Apply What You've Learned

First Employee: "Okay, let's get this Privacy Notice up on our website."



Second Employee: "Wait a minute! We forgot to detail our process for how patients can make formal complaints about the use or disclosure of their PHI."

Is the second employee correct about the need to include this information in our Privacy Notice?

- Yes, information about how to file complaints, as well as the contact information of our Privacy Officer, should be included.
- No, all customer service and billing staff are trained to handle complaints, so this information does not need to be included.


Submit

# 2022 KnowBe4 – HIPAA: Hybrid Entities

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**Correct**

A Privacy Notice must include an explanation of how individuals can file a complaint with us and/or the federal government, in addition to the name of a person or office that individuals may contact for further information.


< Next >

# 2022 KnowBe4 – HIPAA: Hybrid Entities

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## 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Scenario 8 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPJr/index.html

Apply What You've Learned



Employee: "I need medical information on the following patients in order to process insurance claims."

Does this request for information comply with HIPAA regulations?


- Yes, requesting information associated with the payment for health care is allowed.
- No, only medical and legal requests for PHI are compliant with HIPAA regulations.

Submit

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Does this request for information comply with HIPAA regulations?


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Requests made for PHI that deal with health care treatment, payment, or operations comply with HIPAA regulations.

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HIPAA for Hybrid Entities - Scenario 9 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPJr/index.html

### Apply What You've Learned



Patient: "I know that I did not authorize you to share my information!"

How should an employee process this patient complaint?

- Do their best to explain the situation and make amends.
- Refer the person to the employee designated to handle complaints.

Submit


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# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Scenario 9 - Google Chrome  
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### Apply What You've Learned



Patient: "I know that I did not authorize you to share my information!"

How should an employee process this patient complaint?


**Correct**

All complaints of this nature should be referred to the employee designated to handle complaints. In most situations, this will be our Privacy Officer.

< Next >

HIPAA for Hybrid Entities - Scenario 9 - Google Chrome  
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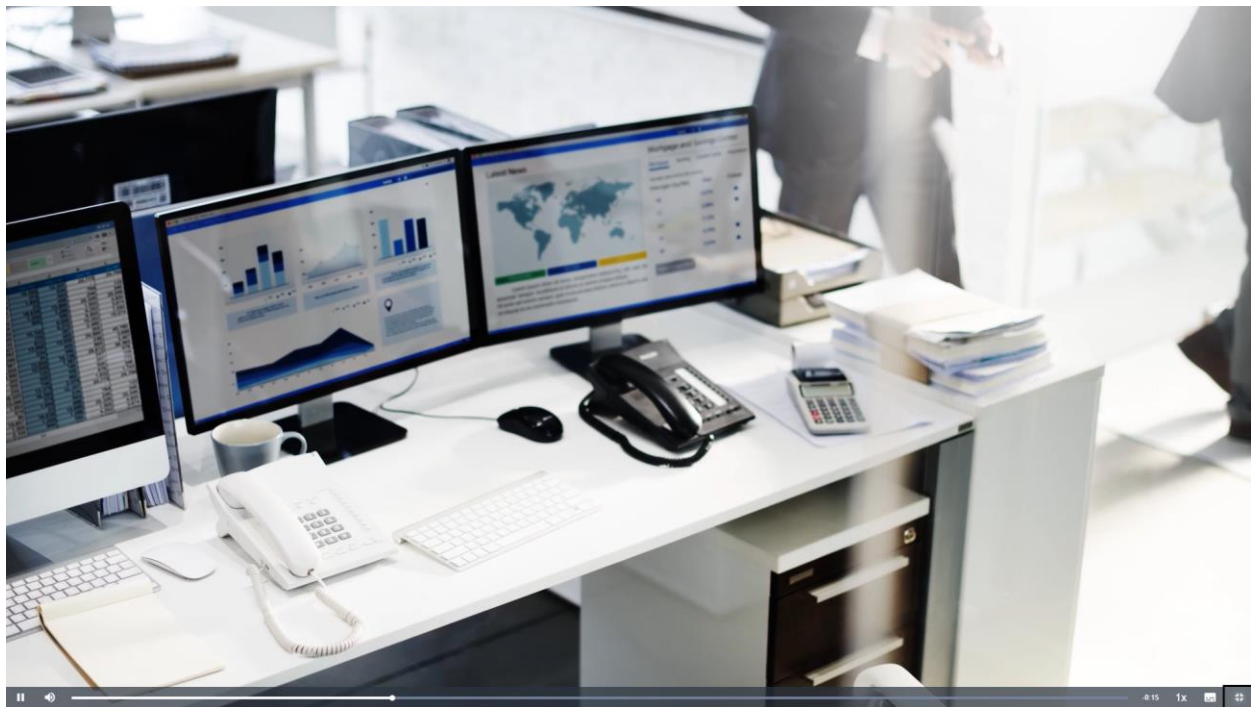

HIPAA for Hybrid Entities - Part 3: Rights of Individuals - Summary - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHy8cpw8YdUwPjr/index.html

### Part 3: Rights of Individuals - Summary

Each day you might take actions that affect the rights granted to individuals under HIPAA regulations. Remember to be open about how we honor these rights in our Notice of Privacy Practices, and think about how you can help patients exercise them when handling requests.

Take a moment to review the key points covered.

- We respect the rights that HIPAA grants to individuals in regard to their PHI.
- HIPAA regulations require that we develop and issue a Notice of Privacy Practices that includes specific information.
- You play an important role in protecting individuals' rights by handling requests appropriately.



## Transcript

- 00:00:00[NARRATOR] We're surrounded by PHI every day, so much so that it's easy

## 2022 KnowBe4 – HIPAA: Hybrid Entities

- 00:00:04to forget just how important it is to keep it safe from unauthorized disclosure.
- 00:00:09It's important to remember that all PHI must be kept secure,
- 00:00:13whether it's printed on paper, stored in an electronic directory,
- 00:00:17or simply spoken over the phone or to a co-worker.

HIPAA for Hybrid Entities - Part 4: Securing PHI - Objectives - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPJr/index.html

### Part 4: Securing PHI - Objectives

- Recognize that the HIPAA Security Rule defines the standards required for securing electronic PHI (e-PHI).
- Recall the administrative requirements that we implement to ensure our compliance with the HIPAA Security Rule.
- Identify the physical security practices you should follow to minimize the risk of unauthorized access to PHI.
- Identify the technical safeguards you should follow to help protect PHI.



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HIPAA for Hybrid Entities - HIPAA Security Rule - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPJr/index.html


### HIPAA Security Rule

The HIPAA Security Rule defines the standards required for securing electronic PHI (e-PHI).

Anyone who comes into contact with e-PHI must follow our administrative, technical, and physical safeguards to protect the confidentiality, integrity, and availability of health care information.

In general, these safeguards accomplish four requirements.

 Click each card to learn about the requirements.



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# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - HIPAA Security Rule - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHhyBcpwBYdUwPJr/index.html

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Click each card to learn about the requirements.

Ensure the confidentiality, integrity, and availability of all e-PHI in our care.	2
3	4

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HIPAA for Hybrid Entities - HIPAA Security Rule - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHhyBcpwBYdUwPJr/index.html

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In general, these safeguards accomplish four requirements.

Click each card to learn about the requirements.

Ensure the confidentiality, integrity, and availability of all e-PHI in our care.	Protect against reasonably anticipated threats or hazards to e-PHI in our care.
3	4

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# 2022 KnowBe4 – HIPAA: Hybrid Entities


HIPAA for Hybrid Entities - HIPAA Security Rule - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpw8YdUwPjr/index.html


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 Click each card to learn about the requirements.

Ensure the confidentiality, integrity, and availability of all e-PHI in our care.	Protect against reasonably anticipated threats or hazards to e-PHI in our care.
Protect against reasonably anticipated uses or disclosures of e-PHI not permitted or required under the HIPAA Privacy Rule.	

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HIPAA for Hybrid Entities - HIPAA Security Rule - Google Chrome  
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In general, these safeguards accomplish four requirements.

 Click each card to learn about the requirements.

Ensure the confidentiality, integrity, and availability of all e-PHI in our care.	Protect against reasonably anticipated threats or hazards to e-PHI in our care.
Protect against reasonably anticipated uses or disclosures of e-PHI not permitted or required under the HIPAA Privacy Rule.	Ensure our workforce complies with the HIPAA Security Rule.

< Next >



# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Administrative Safeguards - Google Chrome

https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

## Administrative Safeguards

Implementing the Security Rule requires a variety of important administrative safeguards. These safeguards detail the reasonable policies and procedures we use to limit access to and protect e-PHI.

*Click each button to learn about the administrative techniques we use to comply with the HIPAA Security Rule.*

- Security Management Process
- Security Officer
- Awareness and Training
- Incident Procedures
- Contingency Plan
- Mitigation

HIPAA for Hybrid Entities - Administrative Safeguards - Google Chrome


https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

## Administrative Safeguards

Security Management Process

**Close X**

We implement policies and procedures to prevent, detect, contain, and correct security violations. These address the topics of Risk analysis, Risk management, Sanction policy, and Information System activity review. These processes must also monitor log-in occurrences and track suspicious activity.



# 2022 KnowBe4 – HIPAA: Hybrid Entities

**Administrative Safeguards**


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**Security Officer**

We designate a Security Officer who develops and implements our required policies and procedures.



Close X

# 2022 KnowBe4 – HIPAA: Hybrid Entities

**Administrative Safeguards**

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*Click each button to learn about the administrative techniques we use to comply with the HIPAA Security Rule.*

**Awareness and Training**

We train all team members on the importance that security plays in helping us remain HIPAA compliant, document training completion, and implement ongoing reminders to ensure security stays on the forefront of day-to-day operations.



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HIPAA for Hybrid Entities - Administrative Safeguards - Google Chrome

https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHhyBcpwBYdUwPjr/index.html

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HIPAA for Hybrid Entities - Administrative Safeguards - Google Chrome

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*Click each button to learn about the administrative techniques we use to comply with the HIPAA Security Rule.*

**Incident Procedures**

We report suspected security incidents without delay.

Close X

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Administrative Safeguards - Google Chrome

https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

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Security Management Process

### Contingency Plan

We take precautions to back up PHI in our care, so that we can respond to an emergency or other occurrence (e.g., fire, vandalism, system failure, natural disaster) that damages systems that contain e-PHI.

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Administrative Safeguards - Google Chrome

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Click each button to learn about the administrative techniques we use to comply with the HIPAA Security Rule.

**Mitigation**

We take practical steps to mitigate the harmful effects caused by inappropriate disclosure of PHI.

Close X



HIPAA for Hybrid Entities - Administrative Safeguards - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

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HIPAA for Hybrid Entities - Physical Safeguards - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

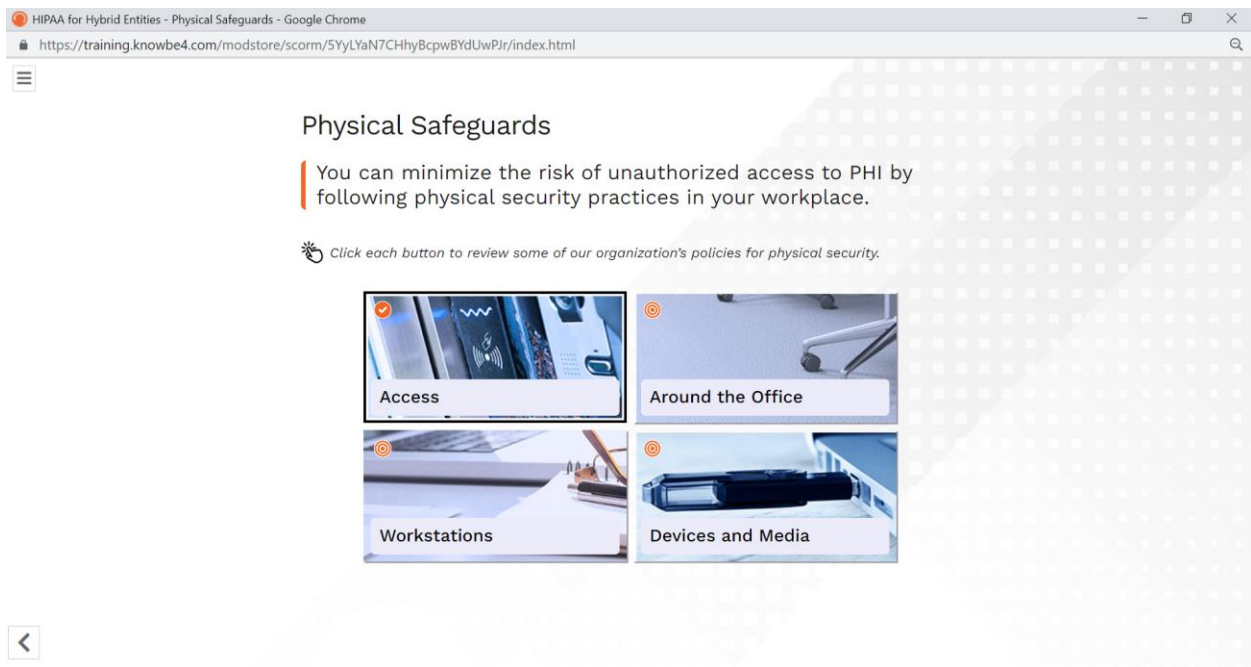
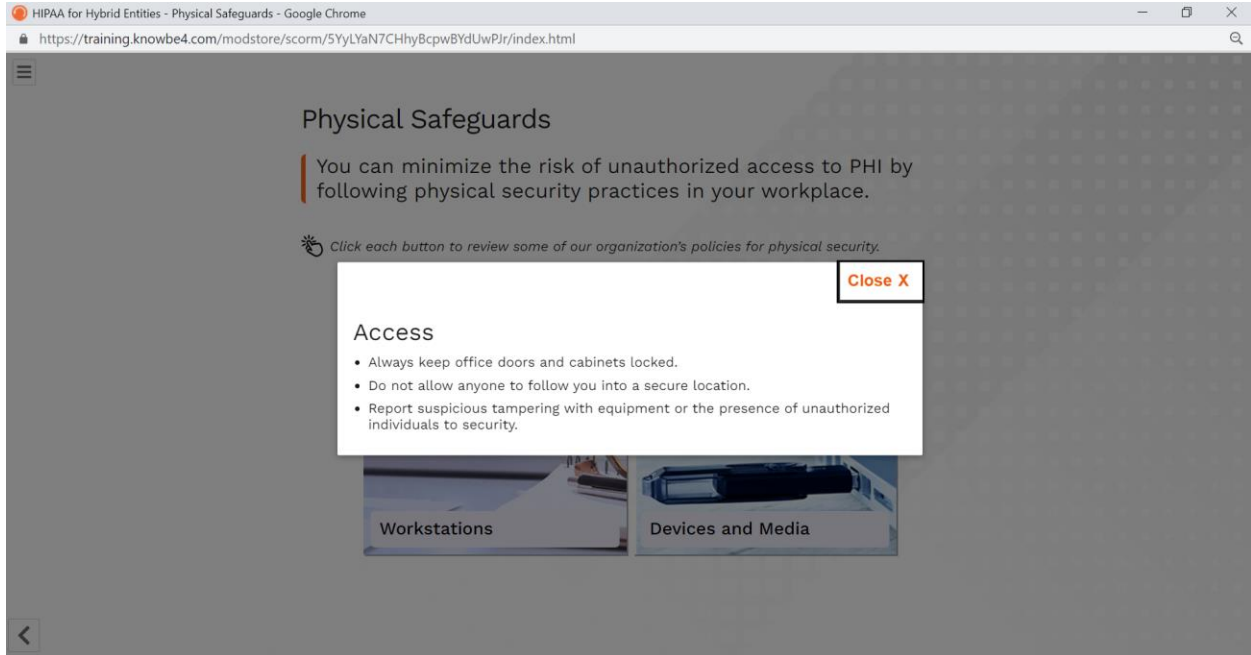
## Physical Safeguards

You can minimize the risk of unauthorized access to PHI by following physical security practices in your workplace.

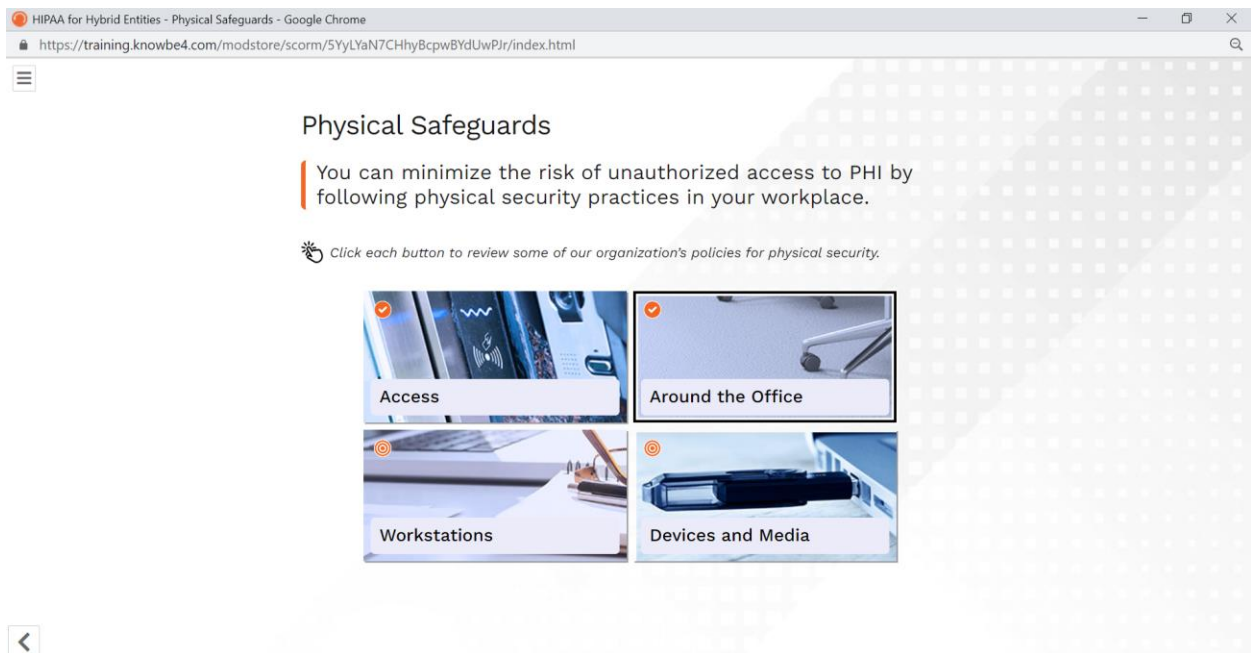
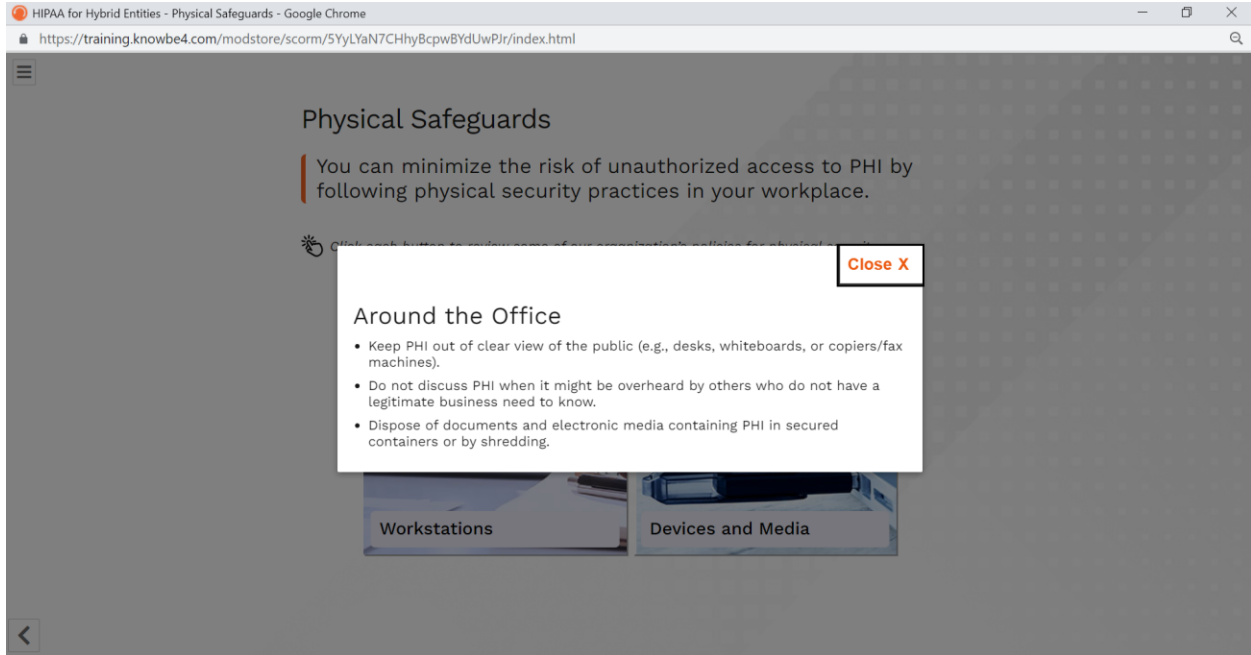
*Click each button to review some of our organization's policies for physical security.*

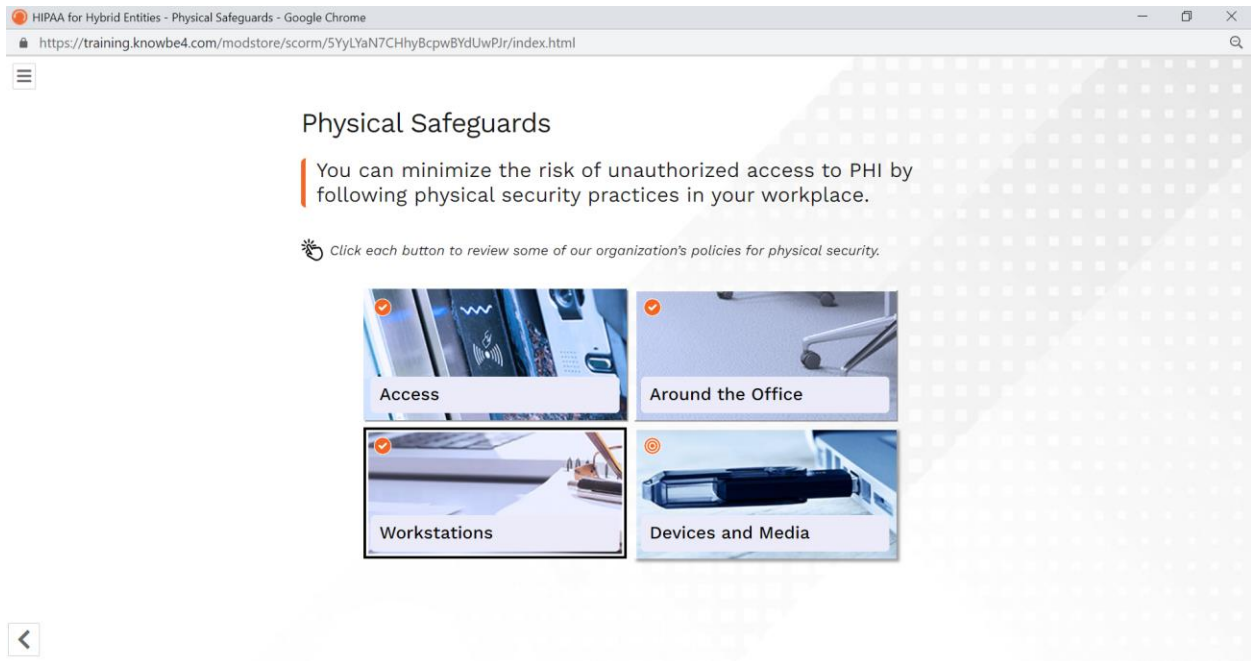
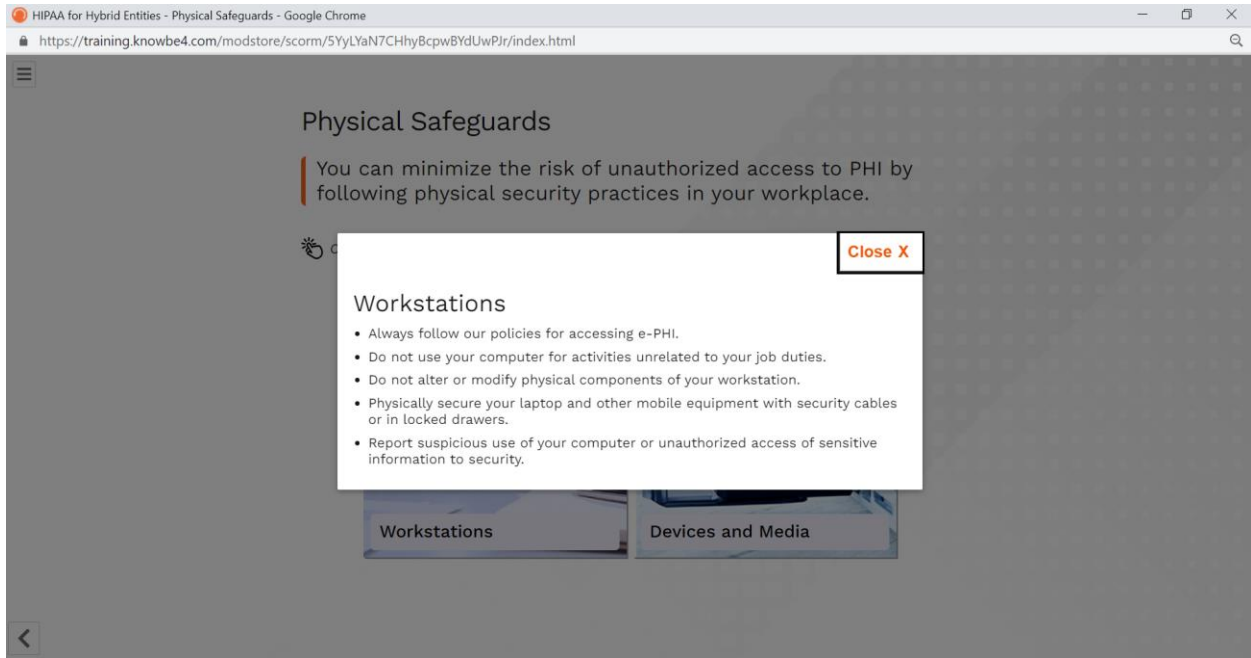
- Access
- Around the Office
- Workstations
- Devices and Media

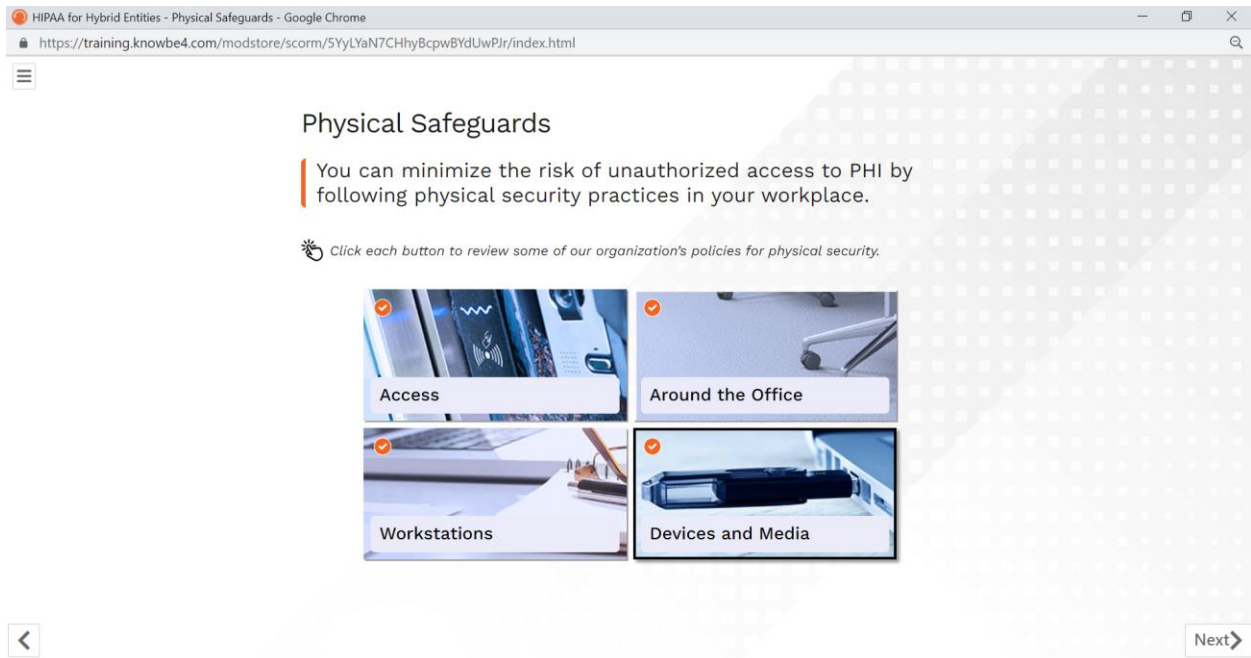
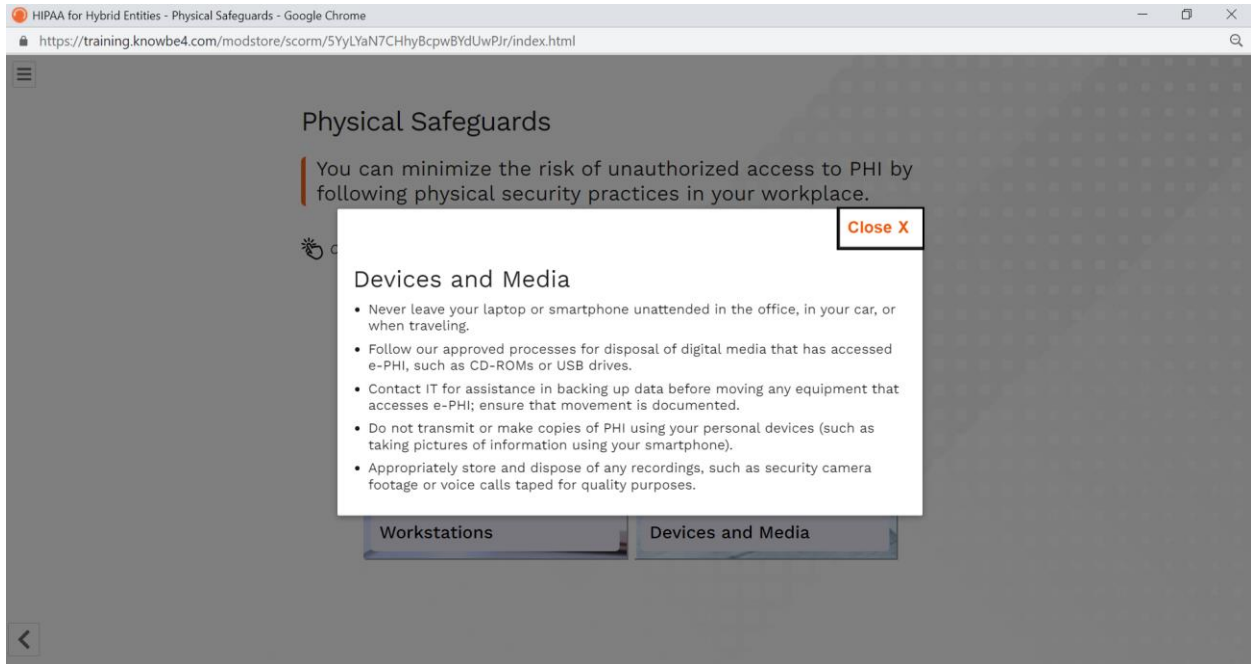
# 2022 KnowBe4 – HIPAA: Hybrid Entities



# 2022 KnowBe4 – HIPAA: Hybrid Entities







## 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Technical Safeguards - Google Chrome

https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPJr/index.html

### Technical Safeguards

We require a variety of technical safeguards when it comes to accessing, storing, or transmitting PHI on computers, smartphones, and other electronic devices.

Click each item to learn the dos and don'ts for safeguarding PHI.

Do Don't

HIPAA for Hybrid Entities - Technical Safeguards - Google Chrome

https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPJr/index.html

### Technical Safeguards

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Click each item to learn the dos and don'ts for safeguarding PHI.

Do Don't

- ✓ Create strong passwords for work accounts.
- ✓ Lock your laptop or mobile device with a screensaver that requires a password or other security feature.
- ✓ Encrypt files containing PHI whenever they are stored or transmitted.
- ✓ Be on the lookout for suspicious links in emails or websites, which could be used to install malware.
- ✓ Report suspicious computer behavior or the presence of malware to IT.



## 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Technical Safeguards - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

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Do	Don't
<ul style="list-style-type: none"><li>✓ Create strong passwords for work accounts.</li><li>✓ Lock your laptop or mobile device with a screensaver that requires a password or other security feature.</li><li>✓ Encrypt files containing PHI whenever they are stored or transmitted.</li><li>✓ Be on the lookout for suspicious links in emails or websites, which could be used to install malware.</li><li>✓ Report suspicious computer behavior or the presence of malware to IT.</li></ul>	<ul style="list-style-type: none"><li>✗ Share your password with anyone, including co-workers, family, and managers.</li><li>✗ Install third-party software on your device or mobile phone.</li><li>✗ Transmit PHI when connected to public Wi-Fi networks.</li></ul>

HIPAA for Hybrid Entities - Scenario 10 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

### Apply What You've Learned



Employee: "Hold the door! I forgot my badge."


Should you hold the door open for another employee when entering a secured area?

- Yes, if the person is in the building, they must be a valid employee.
- Yes, but only if the employee has valid ID.
- No, all employees need to scan their badges to enter secure areas.

Submit

HIPAA for Hybrid Entities - Scenario 10 - Google Chrome  
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### Apply What You've Learned



Employee: "Hold the door! I forgot my badge."

Should you hold the door open for another employee when entering a secured area?

**Correct**


It is a security violation to allow anyone to follow you into a secure location. Ensure that everyone who enters a secure area scans their badge.

< Next >

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HIPAA for Hybrid Entities - Scenario 10 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPJr/index.html

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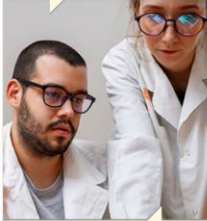
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# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Scenario 11 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHhyBcpwBYdUwPjr/index.html

### Apply What You've Learned

First Employee: "I can't access this system with my password. I was just in the system yesterday!"



Second Employee: "They must be in the middle of a system update. Here, go ahead and use my password."

Does sharing your password violate our security policy?

- Yes, you should never share your password with anyone.
- No, as long as you change your password immediately afterwards.

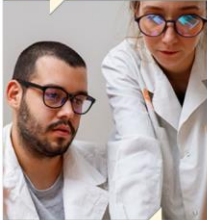
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# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Scenario 11 - Google Chrome  
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Does sharing your password violate our security policy?

**Correct**


It is against our security policy to share your password with anyone, regardless of their position. Sharing passwords allows unauthorized people to access information, which violates HIPAA regulations.

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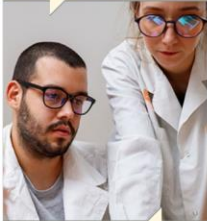


## 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Scenario 11 - Google Chrome  
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HIPAA for Hybrid Entities - Part 4: Securing PHI - Summary - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

Part 4:  
**Securing PHI - Summary**

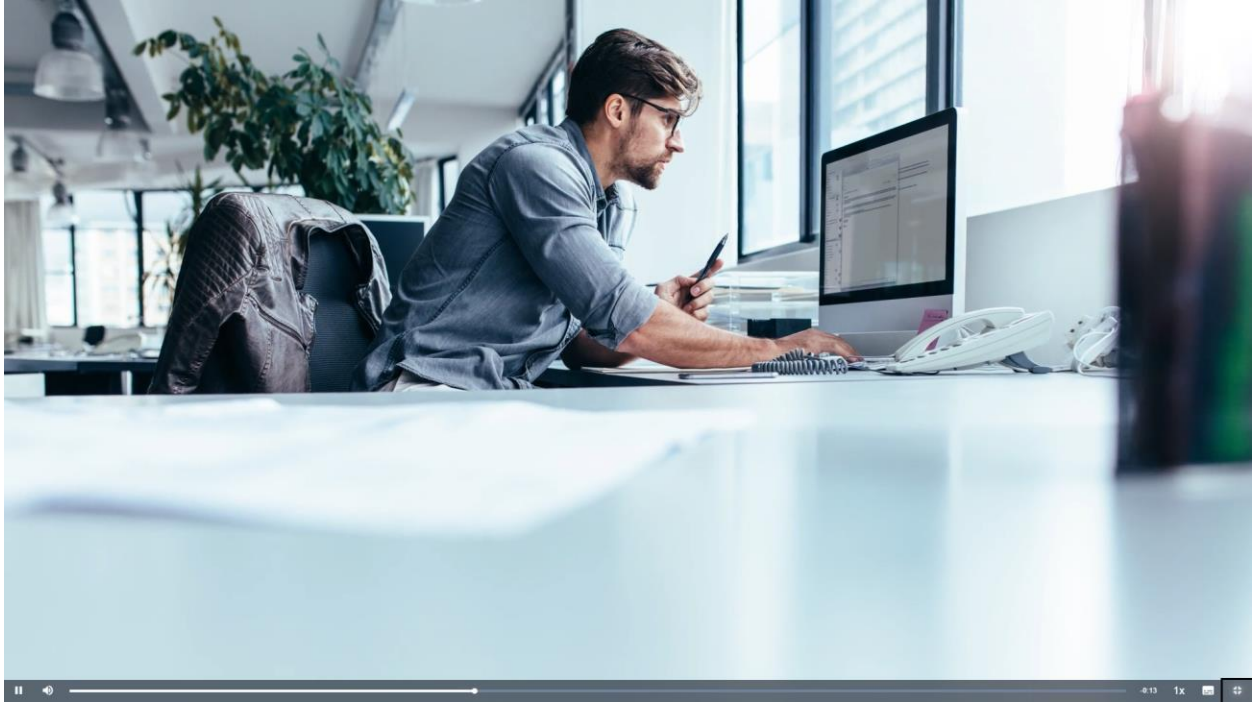
The HIPAA Security Rule details how we can build the administrative, technical, and physical safeguards to secure e-PHI. By following these guidelines and our policies, you help maintain the trust of our patients and customers and reduce the risk of privacy incidents.



Take a moment to review the key points covered.

- HIPAA regulations require that we maintain reasonable administrative, technical, and physical safeguards to protect electronic PHI.
- We employ a variety of administrative policies and practices that help ensure our compliance with the HIPAA Security Rule.
- You can minimize the risk of unauthorized access to PHI by following physical security practices in your workplace.
- When accessing, storing, and/or transmitting PHI, you are required to follow our technical safeguards related to our networks, encryption, passwords, and software.

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## Transcript


- 00:00:00[NARRATOR] Unfortunately, balancing the day-to-day realities of business
- 00:00:03with our HIPAA obligations can be challenging.
- 00:00:07Whether through ignorance or negligence, there are significant consequences
- 00:00:11for falling out of compliance with HIPAA regulations.
- 00:00:15These can have serious ramifications for our organization and employees.

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Part 5: Enforcement and Breach Notification - Objectives - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

Part 5:  
**Enforcement and Breach Notification - Objectives**


- Recognize the penalties associated with violating HIPAA regulations.
- Identify the most common HIPAA privacy and security violations.
- Recall the factors considered during a Breach Risk Assessment for the purpose of determining the probability of information compromise.
- Recognize the importance of enforcing HIPAA and properly reporting breaches.



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HIPAA for Hybrid Entities - HIPAA Enforcement and Penalties - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html


**HIPAA Enforcement and Penalties**

 Click each tab to learn how HIPAA is enforced.

**Enforcement** ✓ **Violation Penalties**

Any impermissible release, acquisition, use, or disclosure of PHI can bring significant risks to our organization, ranging from fines to criminal penalties. These monetary penalties and legal sanctions exist to discourage incidents from occurring and provide consequences for those who violate HIPAA rules and regulations.

**We're legally accountable to comply with HIPAA regulations, but we also follow privacy and security best practices to protect customers and patients. It's the right thing to do.**



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## 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - HIPAA Enforcement and Penalties - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPJr/index.html

### HIPAA Enforcement and Penalties

Click each tab to learn how HIPAA is enforced.

**Enforcement** ✓

**Violation Penalties** ✓

- The Office for Civil Rights, the government agency charged with enforcing the privacy and security regulations, is very active in investigating complaints and reported breaches. The largest fine related to an Office for Civil Rights settlement was \$16 million.
- To remain HIPAA compliant, our organization must apply appropriate sanctions against employees who fail to comply with security policies and procedures.
- This means the organization can discipline you, up to and including terminating your employment, for failing to follow HIPAA policies and procedures. Additionally, you could be individually fined and face criminal charges for violating HIPAA regulations.

HIPAA for Hybrid Entities - Types of Violations - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPJr/index.html

### Types of Violations

The biggest risks to maintaining the privacy and security of PHI usually occur from within our workplace.

We must protect against violations, whether caused by someone failing to follow the appropriate privacy and security procedures, or by a malicious attempt to steal information.

HIPAA legislation increases the penalty amounts based on the level and intent of a breach of privacy. All breaches are classified and penalized according to their type, but some are more common than others.

- Lacking Administrative Safeguards for e-PHI
- Using or Disclosing More Information Than Necessary
- Denying Patients Access to Their PHI
- Failing To Protect PHI
- Impermissible Use or Willful Neglect

Click each type of violation for examples.

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Types of Violations - Google Chrome

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HIPAA legislation increases the penalty amounts based on the level and intent of a breach of privacy. All breaches are classified and penalized according to their type, but some are more common than others.

Click each type of violation for examples.

- Lacking Administrative Safeguards for e-PHI
  - Using e-PHI without the proper security controls.
  - Sending e-PHI to technology vendors that are not business associates.
  - Failing to document actions taken to address complaints or incidents.
- Using or Disclosing More Information Than Necessary
- Denying Patients Access to Their PHI
- Failing To Protect PHI
- Impermissible Use or Willful Neglect

HIPAA for Hybrid Entities - Types of Violations - Google Chrome

https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHhyBcpwBYdUwPjr/index.html

## Types of Violations

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Click each type of violation for examples.

- Lacking Administrative Safeguards for e-PHI
- Using or Disclosing More Information Than Necessary
  - Leaving a phone message for a patient with a family member that details a medical condition.
  - Placing informal medical alerts on the exterior of patient files which can be seen by those without the need to know.
- Denying Patients Access to Their PHI
- Failing To Protect PHI
- Impermissible Use or Willful Neglect



# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Types of Violations - Google Chrome  
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Click each type of violation for examples.

- Lacking Administrative Safeguards for e-PHI
- Using or Disclosing More Information Than Necessary
- Denying Patients Access to Their PHI
  - Refusing a parent a copy of their child's medical record.
  - Refusing to provide an individual a copy of their pharmacy prescription records.
  - Providing access to mental health records but not copies.
- Failing To Protect PHI
- Impermissible Use or Willful Neglect

HIPAA for Hybrid Entities - Types of Violations - Google Chrome  
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Click each type of violation for examples.

- Lacking Administrative Safeguards for e-PHI
- Using or Disclosing More Information Than Necessary
- Denying Patients Access to Their PHI
- Failing To Protect PHI
  - Leaving passwords in plain view of others.
  - Giving discharge instructions to the wrong patient.
  - Sending lab results to the wrong patient.
- Impermissible Use or Willful Neglect




HIPAA for Hybrid Entities - Types of Violations - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

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 Click each type of violation for examples.


- ✓ Lacking Administrative Safeguards for e-PHI
- ✓ Using or Disclosing More Information Than Necessary
- ✓ Denying Patients Access to Their PHI
- ✓ Failing To Protect PHI
- ✓ Impermissible Use or Willful Neglect
  - Providing PHI to a research entity without the patient's authorization.
  - Disclosing PHI without following verification procedures.
  - Examining an individual's PHI without the need to know.


HIPAA for Hybrid Entities - Identifying a Breach - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

## Identifying a Breach

We investigate all privacy and security incidents in which PHI has been improperly accessed, acquired, used, or disclosed. This requirement applies to all forms of PHI and includes all impermissible types of access and disclosures—inside and outside of our workplace. However, separating an actual breach from a suspected one can be tricky.

Breach Risk Assessments are performed by the Security Officer and others trained specifically for that purpose. But you may be required to help gather information that will allow the Security Officer and their team to determine the nature, extent, and circumstances of a suspected incident.

 Click each card to learn about the factors considered during a Breach Risk Assessment.



# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Identifying a Breach - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHhyBcpwBYdUwPjr/index.html

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1 What is the nature and extent of the PHI involved?

2

3

4

HIPAA for Hybrid Entities - Identifying a Breach - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHhyBcpwBYdUwPjr/index.html

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*Click each card to learn about the factors considered during a Breach Risk Assessment.*

1 What is the nature and extent of the PHI involved?

2 Who was the unauthorized person who used the PHI or to whom the disclosure was made?

3

4

HIPAA for Hybrid Entities - Identifying a Breach - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

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What is the nature and extent of the PHI involved?	Who was the unauthorized person who used the PHI or to whom the disclosure was made?
Was the PHI actually acquired or viewed?	

<

HIPAA for Hybrid Entities - Identifying a Breach - Google Chrome  
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What is the nature and extent of the PHI involved?	Who was the unauthorized person who used the PHI or to whom the disclosure was made?
Was the PHI actually acquired or viewed?	To what extent has the risk to PHI been mitigated?

< Next >

# 2022 KnowBe4 – HIPAA: Hybrid Entities

Enforcement and Breach Notification

When you suspect a breach—no matter how minor it may appear—it must be reported immediately through our incident reporting process.

Reporting incidents immediately can help prevent simple mistakes from turning into catastrophic breaches.

If the incident is determined to be a breach, we must make certain notifications.

Click each button to learn about required notifications.

- Individuals
- Media
- Health and Human Services Secretary

Individuals

Affected individuals must be alerted by first-class mail, or by email if they have agreed to electronic notices, within 60 days of discovery. Notification should include:

- A brief description of what happened, including the date of the breach and the date of the discovery of the breach.
- A brief description that includes what information was involved.
- Steps the individual can take to protect themselves.
- What our organization is doing to manage the incident.
- Contact procedures for individuals to ask questions or learn additional information, which shall include a toll-free telephone number, an email address, a website, or a postal address.

HIPAA for Hybrid Entities - Enforcement and Breach Notification - Google Chrome

https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

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Click each button to learn about required notifications.

### Media

- Prominent media outlets must be notified of breaches affecting more than 500 individuals.
- This notification may be in the form of a press release that includes the same information sent to individuals.
- Notice must be given without unreasonable delay and in no case later than 60 days after discovery.



# 2022 KnowBe4 – HIPAA: Hybrid Entities

Enforcement and Breach Notification

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Click each button to learn about required notifications.

### Health and Human Services Secretary

- An electronically submitted breach report must be sent to the Health and Human Services Secretary.
- If the breach affects 500 or more individuals, this form must be sent within 60 days.
- Incidents that affect fewer than 500 individuals may be reported annually (but no later than 60 days after the end of the calendar year).




HIPAA for Hybrid Entities - Enforcement and Breach Notification - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

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[←](#) [Next >](#)

HIPAA for Hybrid Entities - Scenario 12 - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

### Apply What You've Learned



Employee: "Who threw away this patient's contact information? I wonder who saw this."

What should this employee do?

- Take no action. No one outside of our organization will see the information.
- Remove the record from the trash and report the incident.
- Notify the patient.


[Submit](#)

[←](#)

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Scenario 12 - Google Chrome  
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Apply What You've Learned



Employee: "Who threw away this patient's contact information? I wonder who saw this."

What should this employee do?

**Correct**


Unsecured PHI is a violation. The PHI needs to be secured, and the incident needs to be reported immediately.

< >

# 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Scenario 12 - Google Chrome  
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### Apply What You've Learned



Employee: "Uh-oh. I just emailed a patient's contact information to the wrong address!"

What should this employee do?


- Wait to see if the email bounces back before doing anything.
- Take no action. Small mistakes like this do not qualify as a violation.
- Consider this mistake an incident and report it.

Submit

<

HIPAA for Hybrid Entities - Scenario 13 - Google Chrome  
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**Correct**

Although mistakes do happen, sending PHI to an unauthorized party is an incident and, by law, must be reported.

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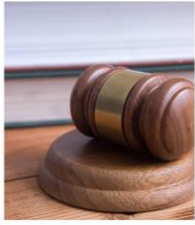
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HIPAA for Hybrid Entities - Part 5: Enforcement and Breach Notification - Summary - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

### Part 5: Enforcement and Breach Notification - Summary



You now understand the importance of protecting PHI to prevent serious impacts on both our organization and our patients. To comply with HIPAA, we must investigate all privacy and security incidents in which PHI has been improperly accessed, acquired, used, or disclosed. Therefore, we rely on you to report suspicious actions immediately in an effort to prevent them from turning into catastrophic breaches.

Take a moment to review the key points covered.

- Improperly releasing, acquiring, using, or disclosing PHI is a violation of HIPAA regulations and subject to penalties.
- The biggest risks to maintaining the privacy and security of PHI usually occur from within our workplace.
- HIPAA requires that we investigate all privacy and security incidents in which PHI is suspected to have been improperly accessed, acquired, used, or disclosed.
- We must adhere to HIPAA requirements for notification in the event of a breach of PHI.

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## 2022 KnowBe4 – HIPAA: Hybrid Entities

The screenshot shows a Google Chrome browser window with the address bar displaying <https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html>. The page content features a large, light-colored graphic of a hand with a grid pattern. A white box with a thin border is centered on the page, containing the text: "Quiz Time! Let's check what you've learned. You must answer 16 out of 20 questions correctly to complete this module." Navigation arrows are visible at the bottom left and right of the page.

HIPAA for Hybrid Entities - Quiz Time! - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

### Quiz Time!

Let's check what you've learned. You must answer 16 out of 20 questions correctly to complete this module.

The screenshot shows a Google Chrome browser window with the address bar displaying <https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html>. The page content features the same hand graphic. The title "Final Quiz" is centered. Below it, the question number "1 / 20" is displayed. The question text is: "Which of the following actions would put health information at risk for a privacy or security breach?". There are four radio button options: "Sending medical billing information to the wrong recipient", "Confirming that you entered the number correctly before sending a fax containing health information", "Following up to verify that your client or patient received your fax containing their health information", and "All of the above". A "Submit" button is located below the options. Navigation arrows are visible at the bottom left of the page.

HIPAA for Hybrid Entities - Final Quiz - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

### Final Quiz

1 / 20

Which of the following actions would put health information at risk for a privacy or security breach?

- Sending medical billing information to the wrong recipient
- Confirming that you entered the number correctly before sending a fax containing health information
- Following up to verify that your client or patient received your fax containing their health information
- All of the above

Submit

Final Quiz

1 / 20

Which of the following actions would put health information at risk for a privacy or security breach?

- Sending medical billing information to the wrong recipient
- Confirming that you entered the number correctly before sending a fax containing health information
- Following up to verify that your client or patient received your fax containing their health information
- All of the above

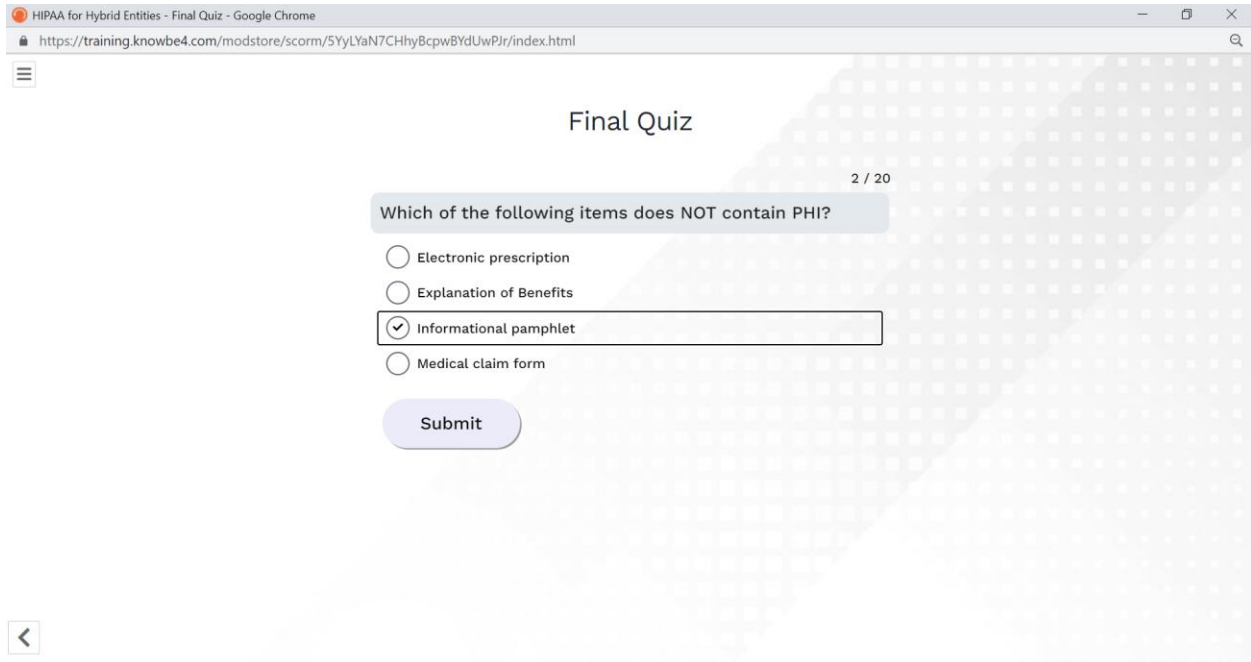
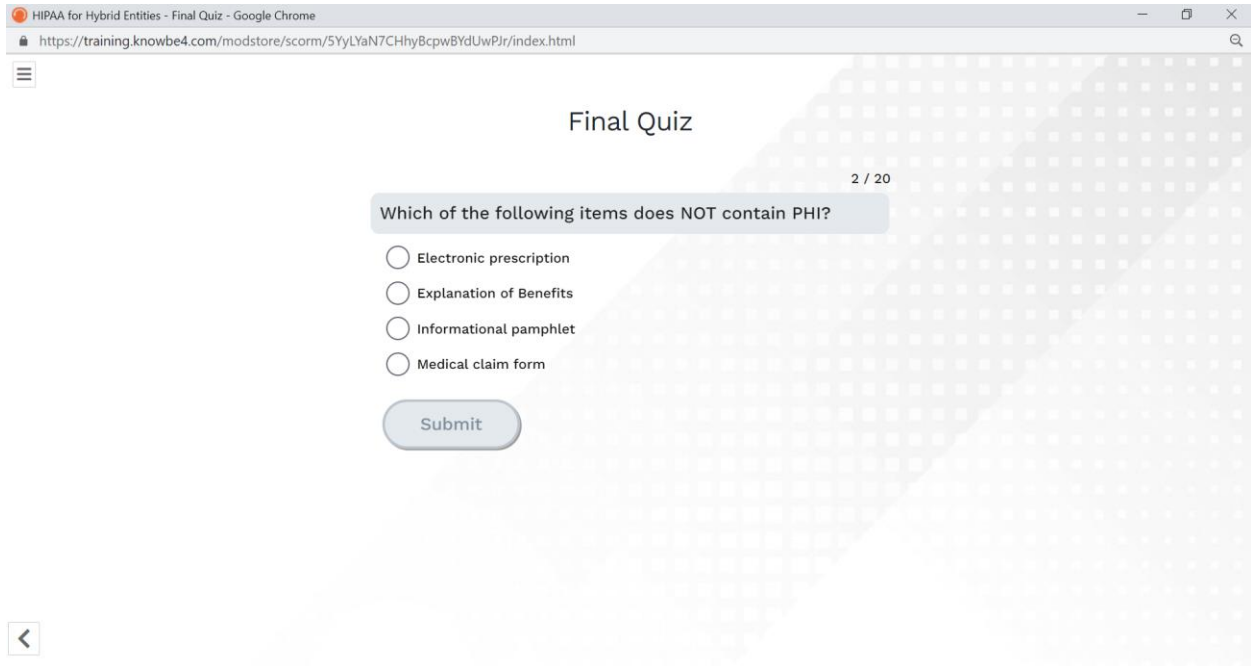
Submit

Final Quiz

1 / 20

Next Question

# 2022 KnowBe4 – HIPAA: Hybrid Entities



## 2022 KnowBe4 – HIPAA: Hybrid Entities

Final Quiz

2 / 20

Next Question

<

Final Quiz

3 / 20

Our administrative policies and procedures apply to employees at all levels of our organization.

True

False

Submit

<



# 2022 KnowBe4 – HIPAA: Hybrid Entities

Final Quiz

3 / 20

Our administrative policies and procedures apply to employees at all levels of our organization.

True

False

Submit

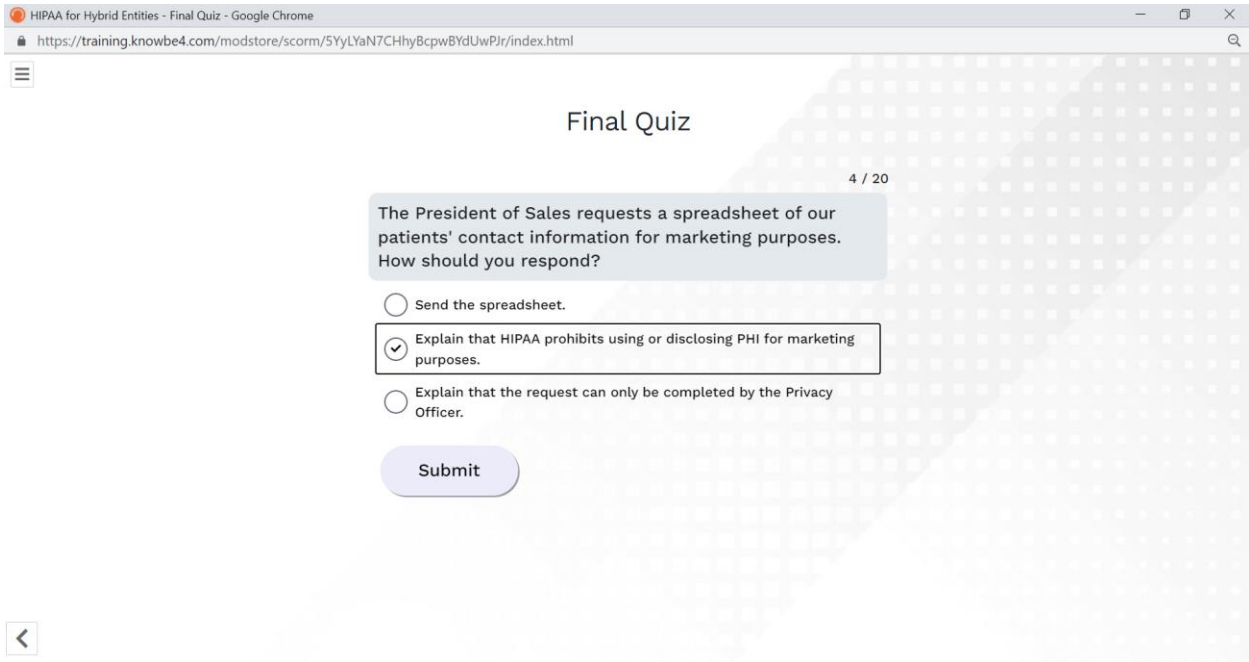
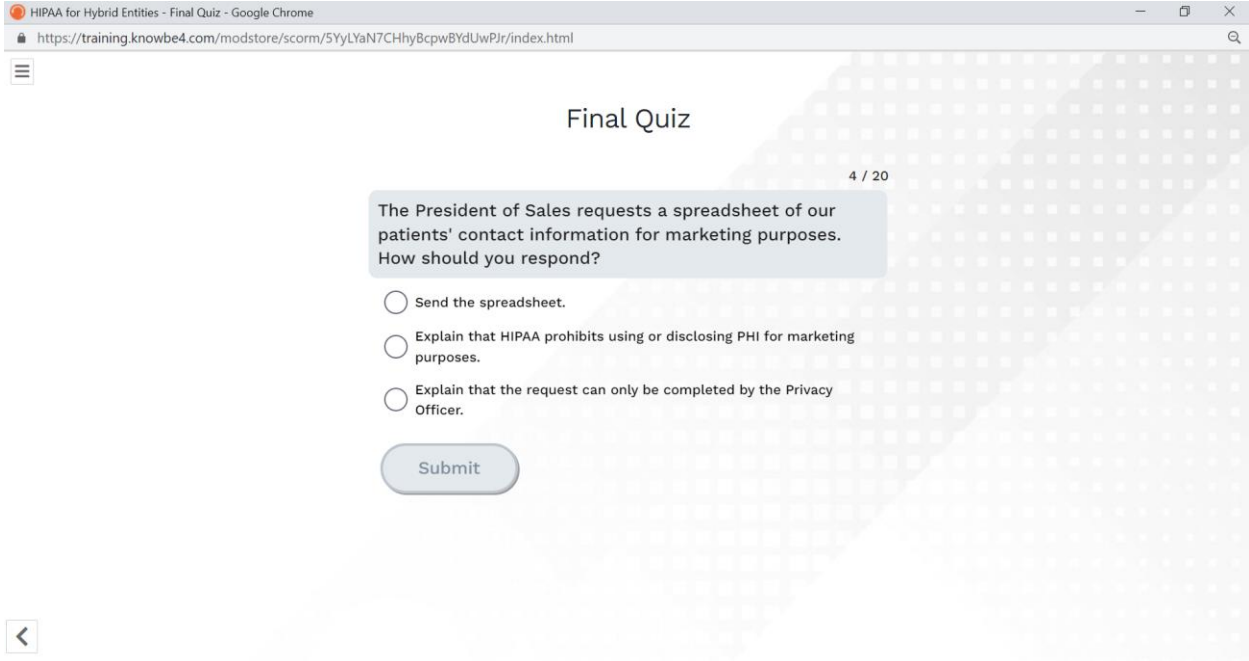
This screenshot shows a web browser window with the title "HIPAA for Hybrid Entities - Final Quiz - Google Chrome". The address bar contains the URL "https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPJr/index.html". The main content area displays "Final Quiz" and "3 / 20". A question is presented: "Our administrative policies and procedures apply to employees at all levels of our organization." Below the question are two radio button options: "True" (which is selected) and "False". A "Submit" button is located below the options. A back arrow icon is visible on the left side of the page.

Final Quiz

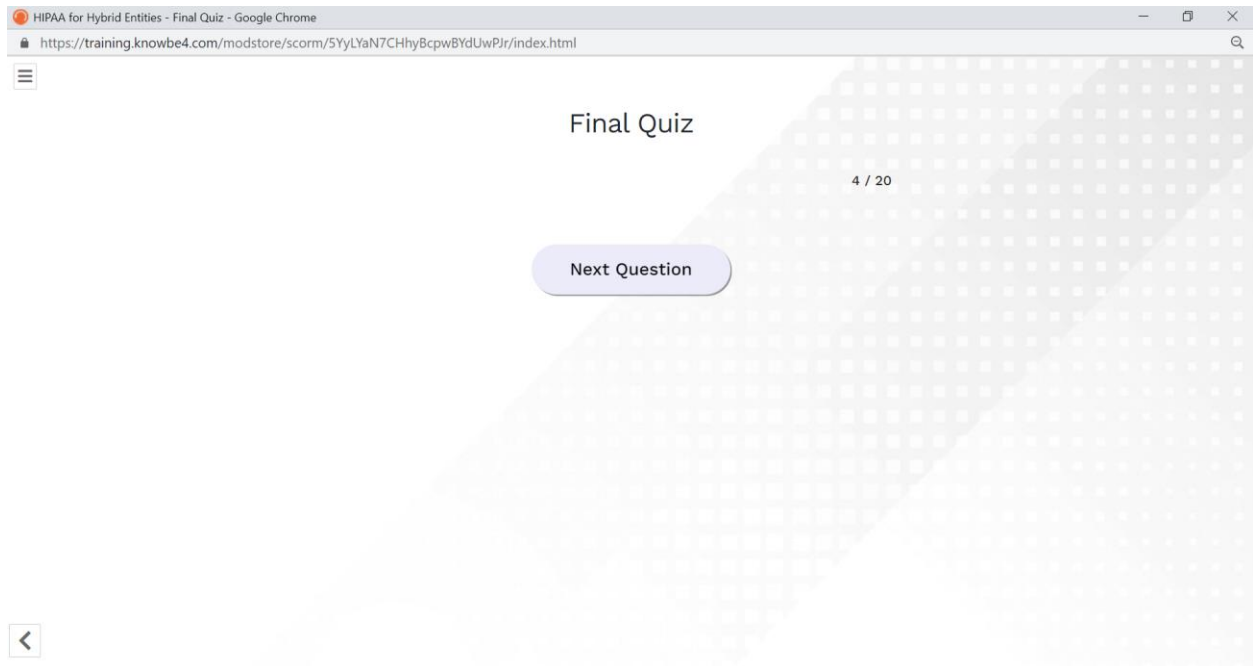
3 / 20

Next Question

This screenshot shows the same web browser window as above. The question text is no longer visible, and a "Next Question" button is centered on the screen. The "Final Quiz" title and "3 / 20" progress indicator remain. A back arrow icon is visible on the left side of the page.



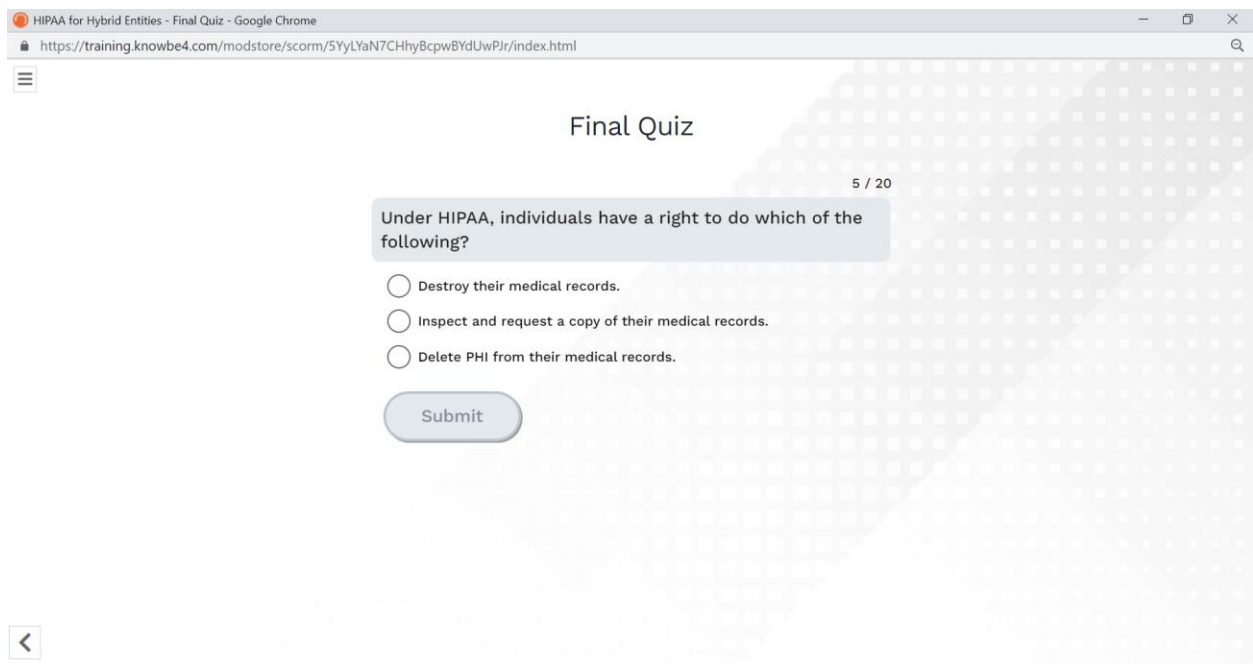
## 2022 KnowBe4 – HIPAA: Hybrid Entities



Final Quiz

4 / 20

Next Question



Final Quiz

5 / 20

Under HIPAA, individuals have a right to do which of the following?

- Destroy their medical records.
- Inspect and request a copy of their medical records.
- Delete PHI from their medical records.

Submit

## 2022 KnowBe4 – HIPAA: Hybrid Entities

Final Quiz

5 / 20

Under HIPAA, individuals have a right to do which of the following?

- Destroy their medical records.
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Submit

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This screenshot shows a web browser window with the title "HIPAA for Hybrid Entities - Final Quiz - Google Chrome". The address bar displays the URL "https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPJr/index.html". The main content area features a "Final Quiz" section with a progress indicator "5 / 20". The question asks, "Under HIPAA, individuals have a right to do which of the following?". Three radio button options are listed: "Destroy their medical records.", "Inspect and request a copy of their medical records." (which is selected), and "Delete PHI from their medical records.". A "Submit" button is located below the options. A back arrow icon is visible on the left side of the page.

Final Quiz

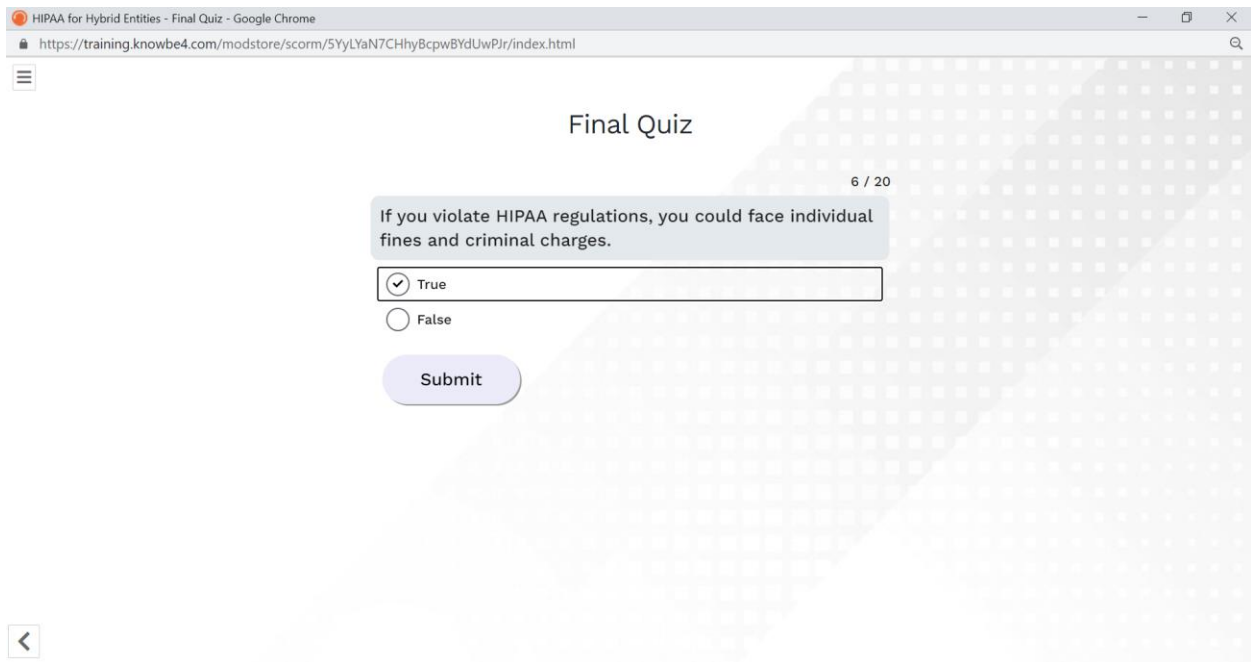
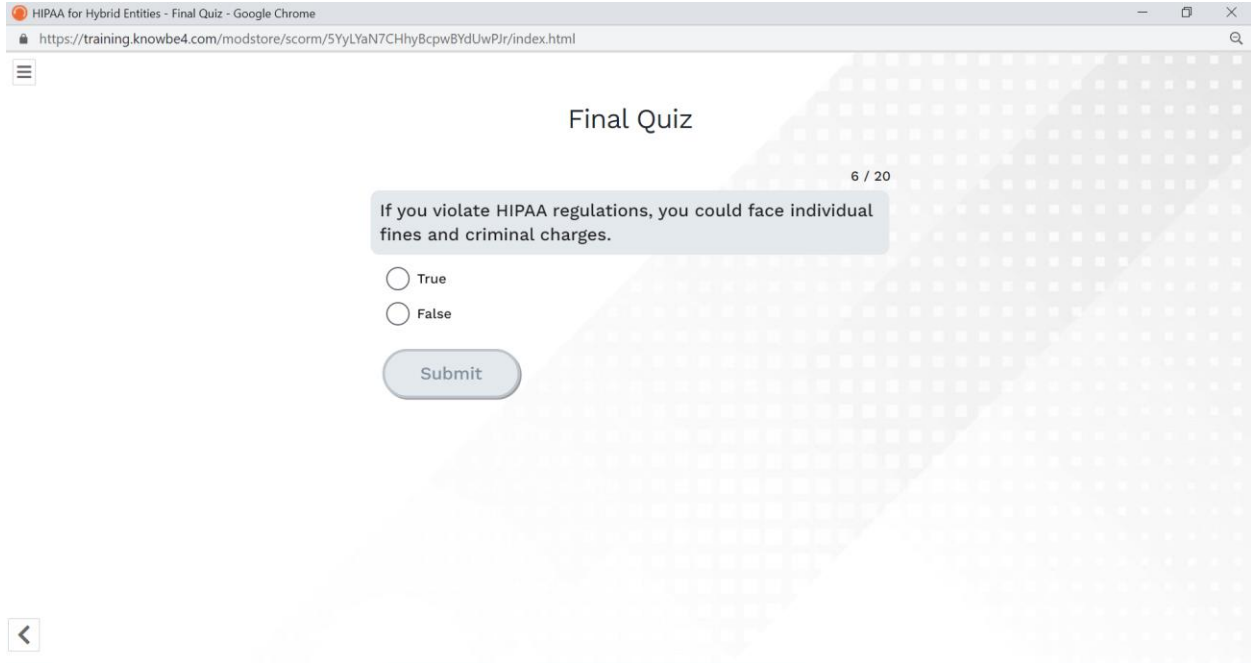
5 / 20

Next Question

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This screenshot shows the same web browser window as above. The "Final Quiz" section now displays a "Next Question" button in a rounded rectangle, indicating that the previous question has been submitted. The progress indicator remains "5 / 20". A back arrow icon is visible on the left side of the page.

# 2022 KnowBe4 – HIPAA: Hybrid Entities



## 2022 KnowBe4 – HIPAA: Hybrid Entities

HIPAA for Hybrid Entities - Final Quiz - Google Chrome  
https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

Final Quiz

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Next Question

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https://training.knowbe4.com/modstore/scorm/5YyLYaN7CHyBcpwBYdUwPjr/index.html

Final Quiz

7 / 20

Which best describes the HIPAA Security Rule?

- The policies and procedures relating to security officers that protect our facility
- The standards required for securing electronic PHI (e-PHI)
- Articles in HIPAA that protect employees from liability in the event of a data breach

Submit



## 2022 KnowBe4 – HIPAA: Hybrid Entities

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### Final Quiz

7 / 20

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### Final Quiz

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Next Question

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## Final Quiz

8 / 20

Which of the following activities are allowed under the HIPAA Privacy Rule?

- Consultation between health care providers regarding a patient's treatment
- Direct inquiries from an employer regarding a patient's condition
- Sharing information about a celebrity patient's diagnosis with a reporter

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## Final Quiz

8 / 20

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## 2022 KnowBe4 – HIPAA: Hybrid Entities

Final Quiz

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Next Question

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Final Quiz

9 / 20

Individuals affected by a data breach must be notified immediately on discovery.

True

False

Submit

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# 2022 KnowBe4 – HIPAA: Hybrid Entities

Final Quiz

9 / 20

Individuals affected by a data breach must be notified immediately on discovery.

True

False

Submit

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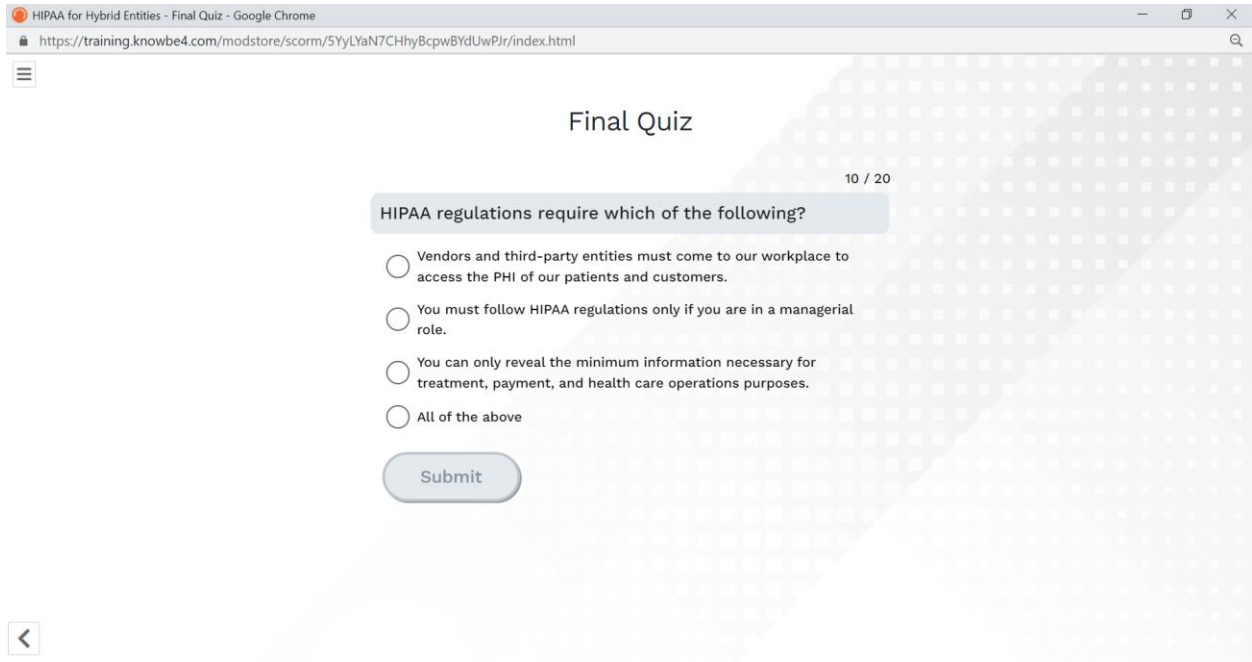
Final Quiz

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Next Question

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## 2022 KnowBe4 – HIPAA: Hybrid Entities



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Final Quiz

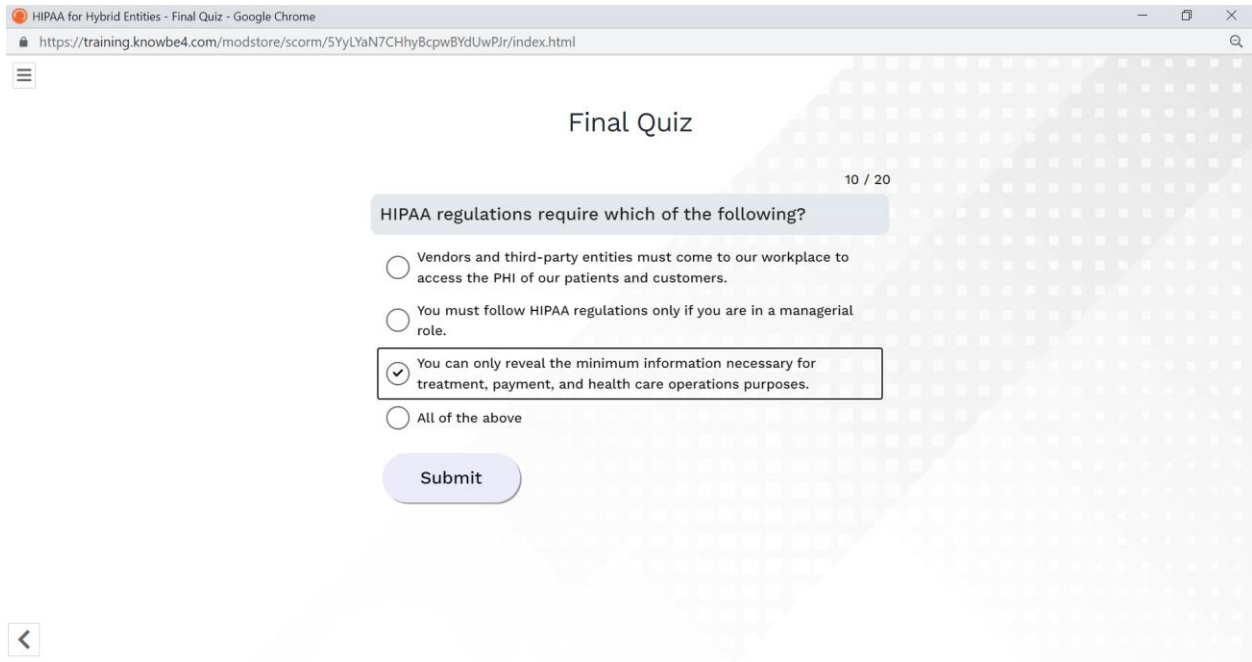
10 / 20

HIPAA regulations require which of the following?

- Vendors and third-party entities must come to our workplace to access the PHI of our patients and customers.
- You must follow HIPAA regulations only if you are in a managerial role.
- You can only reveal the minimum information necessary for treatment, payment, and health care operations purposes.
- All of the above

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Final Quiz

10 / 20

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## 2022 KnowBe4 – HIPAA: Hybrid Entities

Final Quiz

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Final Quiz

11 / 20

Which of the following is an example of a HIPAA privacy and security violation?

- Sending lab results to the wrong patient
- Encrypting PHI files sent via email
- Sending PHI to an insurance company for billing purposes
- Giving discharge instructions to a patient

Submit

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## 2022 KnowBe4 – HIPAA: Hybrid Entities

Final Quiz

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Submit

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Final Quiz

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Next Question

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Final Quiz

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The HIPAA Privacy Rule prohibits the use of PHI for payment activities.

True  
 False

Submit

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Final Quiz

12 / 20

The HIPAA Privacy Rule prohibits the use of PHI for payment activities.

True  
 False

Submit

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## 2022 KnowBe4 – HIPAA: Hybrid Entities

Final Quiz

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Next Question

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Final Quiz

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You receive a request from a patient to limit who has access to their medical information. What should you do?

- Refer the matter to the person designated to handle these requests, typically the Privacy Officer.
- Advise the patient that this request is not allowed under HIPAA.
- Promise the patient that we will uphold the request.

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Final Quiz

13 / 20

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Final Quiz

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Next Question

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## 2022 KnowBe4 – HIPAA: Hybrid Entities

Final Quiz

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Under HIPAA, individuals may request restrictions on disclosures to a health plan if they do which of the following?

- Give verbal and written instructions 30 days prior to the service.
- Pay for a service or item in full.
- Prequalify for a payment plan on the service or item they received.

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Final Quiz

14 / 20

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## 2022 KnowBe4 – HIPAA: Hybrid Entities

Final Quiz

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Next Question

←

Final Quiz

15 / 20

Which of the following does NOT require patient or customer authorization prior to disclosure?

- Request for treatment information from a patient's co-worker
- Request for PHI by court order
- Request for prescription information from a patient's employer

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Final Quiz

15 / 20

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Final Quiz

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## 2022 KnowBe4 – HIPAA: Hybrid Entities

Final Quiz

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Which of the following practices would minimize the risk of unauthorized access to PHI?

- Leaving documents containing PHI on a public printer
- Disposing of documents containing PHI in a secure shredder
- Holding open a secure door for another person

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Final Quiz

16 / 20

Which of the following practices would minimize the risk of unauthorized access to PHI?

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## 2022 KnowBe4 – HIPAA: Hybrid Entities

Final Quiz

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Next Question

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Final Quiz

17 / 20

The HIPAA Privacy Rule regulates which of the following?

- How we use PHI
- How we share PHI with others
- How we handle requests to disclose PHI to outside entities
- All of the above

Submit

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Final Quiz

17 / 20

The HIPAA Privacy Rule regulates which of the following?

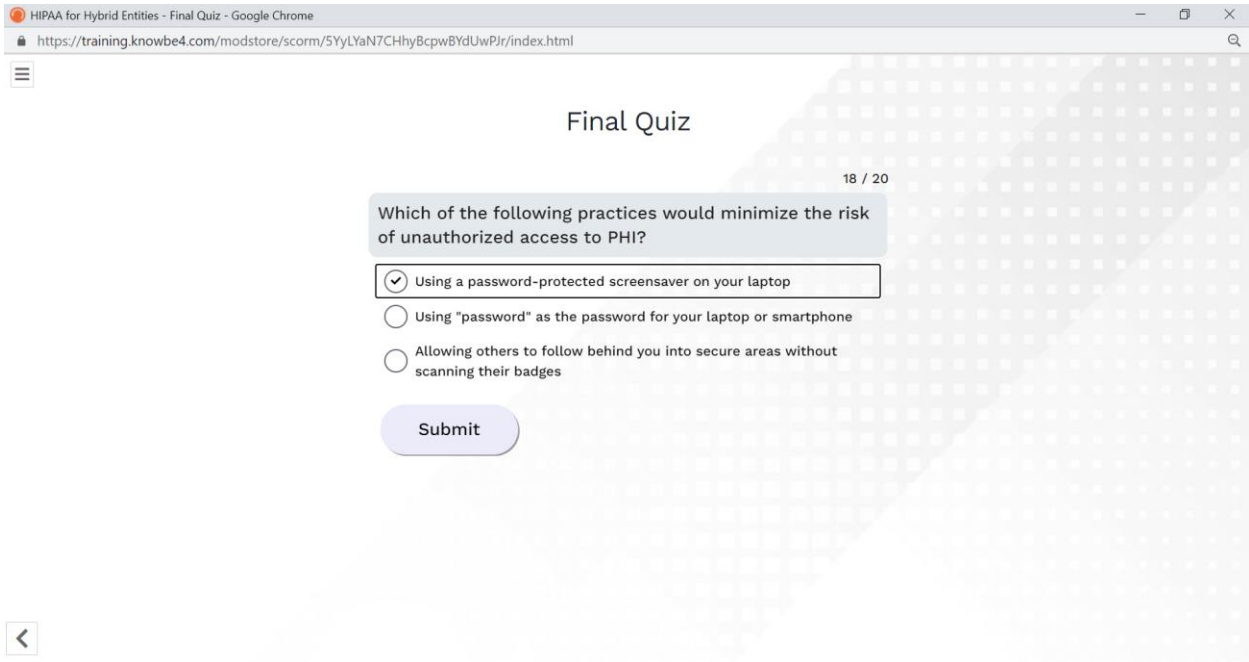
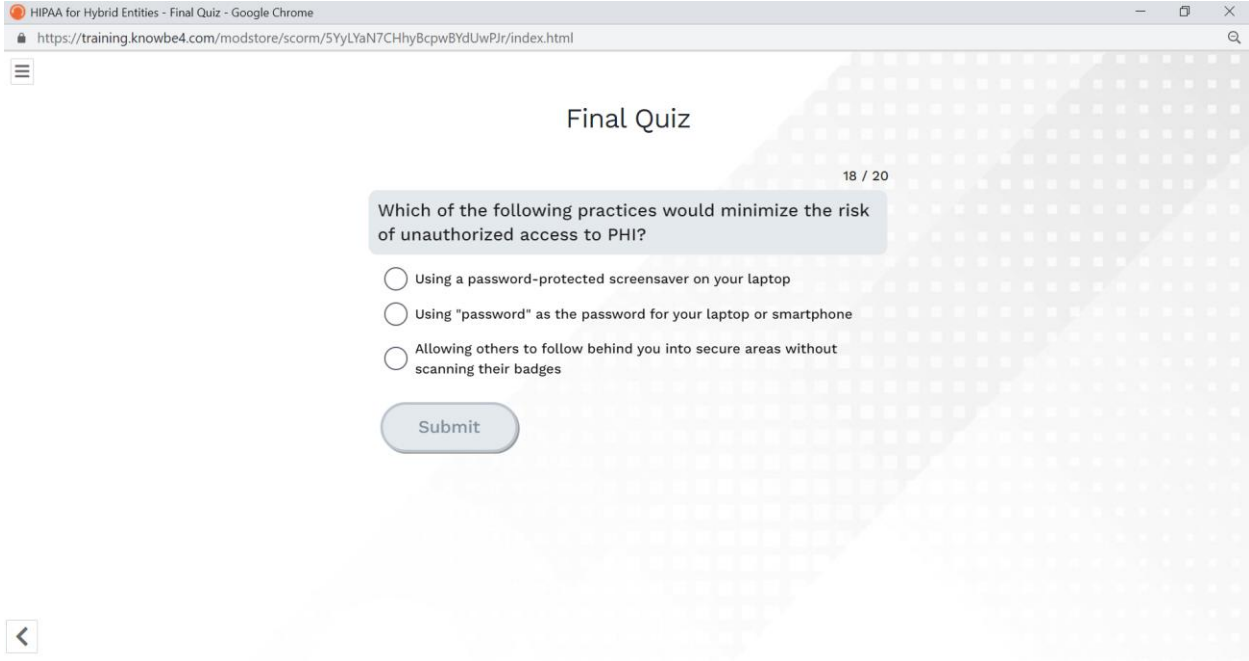
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Final Quiz

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Next Question



## 2022 KnowBe4 – HIPAA: Hybrid Entities

Final Quiz

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Next Question

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Final Quiz

19 / 20

You suspect that your system has been compromised by malware. What action should you take to ensure we remain in compliance with the HIPAA Security Rule?

- Reboot your system to fix the problem
- Continue to monitor your system for more concrete evidence
- Report the incident right away

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# 2022 KnowBe4 – HIPAA: Hybrid Entities

Final Quiz

19 / 20

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Final Quiz

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Next Question

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Final Quiz

20 / 20

Which segments of our organization are considered "covered" under HIPAA?

- Only those segments that handle PHI
- All segments of our organization
- Only those segments that do NOT handle PHI
- No segments

Submit

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Final Quiz

20 / 20

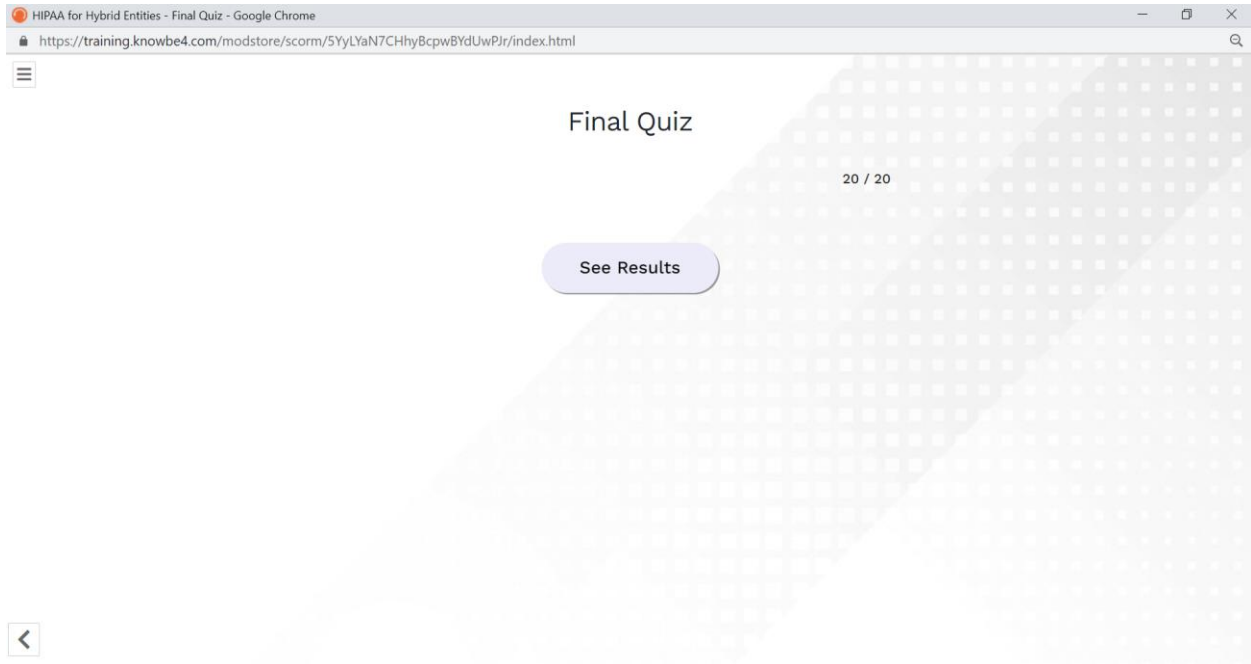
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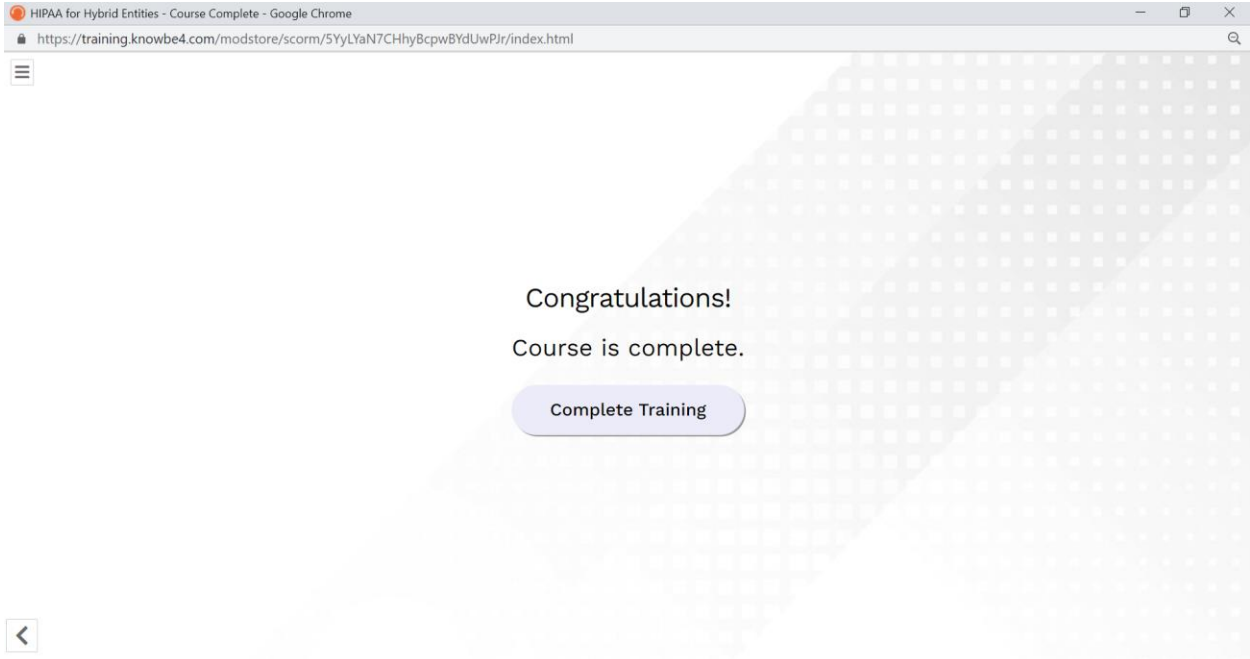


**Congratulations!**

You answered 20 out of 20 questions correctly for a score of 100%.



## 2022 KnowBe4 – HIPAA: Hybrid Entities



### University Copy

A completed copy must be kept on file with the University HIPAA Office. Please complete and return it to supervisor.

I certify that I have carefully read and reviewed the content of and completed the HIPAA Privacy and Security Annual Training.

Furthermore, I certify that I understand that my failure to comply with the laws, rules, policies and procedures referred to within this training course may result in disciplinary action up to an including termination of state employment/appointment, administrative fines and possible criminal prosecution, depending on the nature of the violation.

---

Signature

---

Date

---

Printed Name

---

UIN

Employee Copy

Please keep completed copy in your records for proof of training.

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---

Signature

---

Date

---

Printed Name

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UIN