

Module Title: HIPAA Compliance Training

Target Audience: All employees of X-Health who are 18 and older with a high school diploma or GED. Learners have prior knowledge of HIPAA.

Learning Objectives:

Terminal LOs:

1. Apply appropriate safeguards to prevent unauthorized access to protected health information in compliance with HIPAA regulations.
2. Use secure methods for transmitting PHI, including verifying recipient identity and obtaining necessary patient consent, to ensure compliance with HIPAA guidelines.
3. Recognize potential HIPAA privacy breaches and correctly follow organizational reporting and response procedures to mitigate risks.

Enabling LOs:

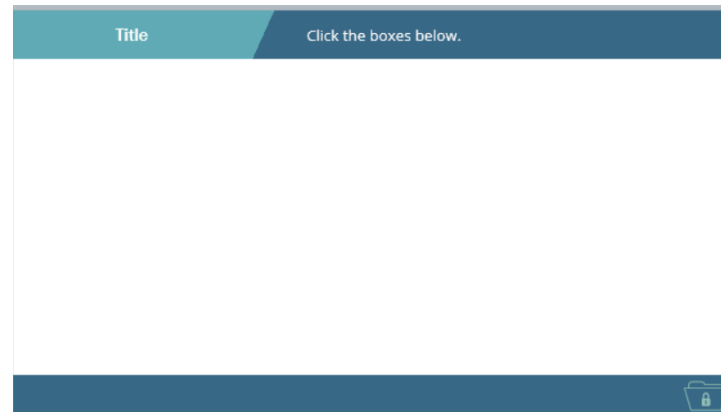
None

Seat Time: (optional) 17 minutes

Outline:

- Welcome / Navigation
- Workplace Scenario
- Learning Objectives
- What is HIPAA?
- Privacy and Security Rules
- PHI
- Protecting PHI
- Additional Information: PHI
- Knowledge Check
- HIPAA Violations
- Knowledge Check
- Reporting Violations
- Tips for Avoiding Violations
- Workplace Scenario
- Quiz
- Congratulations

Custom Border, titles, and logo:



Font: Franklin Gothic Medium (Titles/Headers)
Open Sans (Body)

Color Palette:



Hex Codes: #3A6987, #60ACB7, #95C2B8, #D7786C, #DC8F86, #E8BAB3

Slide: 1.1 / Menu Title: Welcome			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
No top/bottom border Background image: The Bottom portion of the slide should be this picture of a medical file  The top portion of the slide is the darkest blue from the color palette. Course Title centered in top rectangle—white font. Custom Begin Course and Navigation Buttons	[Slide Title] HIPAA Compliance Training [Buttons] BEGIN COURSE NAVIGATION	Welcome to the HIPAA Compliance Training for X-Health. Click the "Navigation" button for a short tutorial on how to navigate through the course, or click "Begin Course" to get started.	The Begin Course and Navigation buttons will grow in timed with the VO reference. The Begin Course button will jump to slide 1.3 The Navigation button will jump to the next slide (slide 1.2)

Slide: 1.2 / Menu Title: Navigation			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The player shows the Menu on the left. Background image below with custom top and bottom borders on the slide.	[Slide Title] Navigation [Captions] Next Previous Full Screen Playback Speen Volume Replay	In the bottom right corner, you can find the next and previous buttons to move through the course. By clicking on the full-screen button, you can view the training full screen. You can adjust the playback speed by clicking on the playback button. Adjust the volume using the volume button or replay a slide by	Caption bubbles or Callout shapes with text labels will fade in timed with their reference in the VO. Magnifying glass fades in on 'Next' button on slide with the reference in the VO, then follows a motion path to each of the referenced buttons, timed with

	Seekbar Play/Pause Menu	clicking the replay button. You can use the seek bar to navigate through the slide. Pause or play the slide by clicking the play or pause button. On the left side, you will find the menu where you can view all of the lessons in the course. Click 'NEXT' to continue.	the Caption bubbles or Callout shapes.
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Slide: 1.3 / Menu Title: Workplace Scenario			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background Image:  This slide begins with avatar Tom on the left side of the screen, looking at a clipboard/chart facing the learner, and Jordan avatar on the right side of the screen, facing left. Tom's avatar will stay on the left side but change to face right toward Jordan. Jordan's avatar is slightly to the right of center. Caption bubbles track Tom and Jordan's conversation on screen. During the conversation, the caption shape will remain between them.	[Slide Title] Workplace Scenario [Jordan caption] Hey! Guess who just got admitted—Lucas Ramirez. Yeah, the quarterback. He's in Room 312! I even took a quick pic of the whiteboard on the unit. His name's right there. Wild, right? [Tom caption] Jordan, I know it's exciting, but that's protected health information. We can't be sharing details like that—even with each other—unless it's for patient care. [Jordan caption] Yeah... you're totally right. I wasn't thinking. [Tom caption] Even though he's a public figure,	[Jordan] Hey! Guess who just got admitted – Lucas Ramirez. Yeah, the quarterback. He's in Room 312! I even took a quick pic of the whiteboard on the unit. His name's right there. Wild, right? [Tom] Jordan, I know it's exciting, but that's protected health information. We can't be sharing details like that – even with each other – unless it's for patient care. [Jordan] Yeah, you're totally right. I wasn't thinking. [Tom} Even though he's a public figure, HIPAA still applies. We have to protect every patient's privacy, no matter who they are.	The caption text will fade in and be displayed on the slide, timed with the VO audio. Slide begins with Tom writing on a clipboard/chart. Jordan is standing slightly off-center to the right. The Next button is hidden on this slide. The slide will automatically advance when Tom's audio completes on this timeline.

Tom's avatar has 3 poses: working, listening, and talking. Tom's avatar transitions from listening to talking when his audio begins. Jordan's avatar has 2 poses: talking and thinking. Jordan's avatar transitions to thinking when Tom's audio begins.	HIPAA still applies. We have to protect every patient's privacy, no matter who they are. Let's review HIPAA and our responsibility in protecting patients.	[6] Let's review HIPAA and our responsibility in protecting patients.	
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Slide: 1.4 / Menu Title: Learning Objectives			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Slide border and background are the same as Slide 1.3 Jordan and Tom are positioned left of center, with Jordan on the right. Both are facing right. Rectangle (fill color: darkest orange from color palette) covers the right half of the slide. LOs appear in the rectangle.	[Slide Title] Learning Objectives • Apply appropriate safeguards to prevent unauthorized access to protected health information in compliance with HIPAA regulations. • Use secure methods for transmitting PHI, including verifying recipient identity and obtaining necessary patient consent, to ensure compliance with HIPAA guidelines • Recognize potential HIPAA privacy breaches and correctly follow organizational reporting and response procedures to mitigate risks.	[Tom] By the end of this course, you will be able to • Apply appropriate safeguards to prevent unauthorized access to protected health information in compliance with HIPAA regulations. • Use secure methods for transmitting PHI, including verifying recipient identity and obtaining necessary patient consent, to ensure compliance with HIPAA guidelines • And recognize potential HIPAA privacy breaches and correctly follow organizational reporting and response procedures to mitigate risks.	The Slide fades in using a transition. Each LO will fade in timed with the VO audio. The Next button will appear when the audio completes on this slide.

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Slide: 2.1 / Menu Title: What is HIPAA?			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
A rectangle using the same dark orange from Slide 1.4 sits on the left side of the slide with slide text. Tom's avatar stands on the right side of the slide, facing the learner talking.	[Slide Title] What is HIPAA? Health Information Portability and Accessibility Act (HIPAA) – Federal law that restricts access to individuals' private health information	[Tom] What is HIPAA? HIPAA stands for Health Information Portability and Accessibility Act. HIPAA is a federal law that restricts access to an individual's private health information.	The Next button is hidden until the audio completes on this slide.

Slide: 2.2 / Menu Title: Privacy & Security Rules			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Tom's avatar stands on the left side of the slide, facing the learner, gesturing to the right. Two rectangles sit on the right side of the slide.	[Slide Title] Privacy & Security Rules [Directions] Click each box to learn more [Rectangle Labels] HIPAA's Privacy Rule HIPAA's Security Rule [Selected States] Governs who can access and share PHI.	[Tom] HIPAA includes both a privacy rule and a security rule. [Narrator] Click on each box to learn more about HIPAA's privacy and security rules.	The Next button is hidden on this slide until the learner clicks on each rectangle. Rectangles have selected states with definitions of that rule. Rectangles are disabled until the narration completes on this slide. The Next button appears after all rectangles have been visited.

	Focuses on safeguarding electronic PHI through administrative, physical, and technical safeguards.		
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Slide: 2.3 / Menu Title: PHI			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
A rectangle similar to the one on Slide 2.1 sits on the left side of the slide with slide text. Tom's avatar stands on the right side of the slide, facing the learner talking.	[Slide Title] PHI Protected Health Information (PHI) includes: • Medical records • Patient demographics (name, address, social security number, date of birth, etc.) • Billing statements • Beneficiary data • Claims data	[Tom] Protected Health Information, or PHI, includes more than just medical records. PHI also encompasses patient demographics such as names, addresses, social security numbers, and dates of birth, as well as billing statements, beneficiary information, and claims data.	The Next button is hidden until the VO audio completes on this slide. Bullet points fade in timed with the VO audio.

Slide: 3.1 / Menu Title: Protecting PHI			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Tom's avatar is standing on the left side of the slide facing right. Tom's caption bubble is to the right. 3 small rectangles positioned next to each other using three different colors from the color	[Slide Title] Protecting PHI [Directions] Select each tab to learn more [Rectangle Labels] Electronic Records	[Tom] Protecting patient health information is imperative to following HIPAA. Click "Electronic Records", "Paper Records", and "Verbal Disclosures" to learn more about how to protect these forms of patient health information.	Captions timed with VO audio. The Next button is hidden when the timeline starts on this slide. The Next button is available after the learner visits all of the layers. Each rectangle has a hover state,

palette.	Paper Records Verbal Disclosures [Tom caption] Protecting patient health information is imperative to following HIPAA. Click "Electronic Records", "Paper Records", and "Verbal Disclosures" to learn more about how to protect these forms of patient health information.		a selected state, and a custom completed state.
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Slide: 3.1a / Menu Title:			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
A larger rectangle appears below the tabs. The color should be the same as the tab selected for that layer.	[Text inside rectangle] 1. Always log off or lock your screens when away from your computer 2. Use encrypted email or secure portals for communication 3. Never share login credentials or passwords	[Narrator] To protect electronic patient records, you should always log off or lock your screens when you are away from your computer. Only use encrypted email or secure portals for communication between colleagues or doctors' offices, and never share your login credentials or passwords with anyone.	Bullet points fade in timed with the VO audio. Prevent the learner from clicking on other tabs until the VO audio is complete.

Slide: 3.1b / Menu Title:			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual design as 3.1a except change the color of the large rectangle to the color of the selected tab.	[Text inside rectangle] 1. Store files in locked cabinets when not in use 2. Shred documents	[Narrator] For paper records, be sure to store patient files in cabinets that are locked when not in use, shred	Bullet points fade in timed with the VO audio. Prevent the learner from clicking

	containing PHI before disposal 3. Never leave charts or forms unattended in public or shared areas	all documents containing patient health information before disposal, and never leave patient charts or forms unattended in public or shared areas, including your desk or nurses' station.	on other tabs until the VO audio is complete.
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Slide: 3.1c / Menu Title:			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual design as 3.1a and 3.1b, except change the color of the large rectangle to the color of the selected tab.	[Text inside rectangle] 1. Avoid discussing patient details in public areas 2. Conversations should take place in a secure location 3. Confirm identities before sharing information 4. Speak quietly and privately when necessary	[Narrator] To protect a patient's health information, it is important to avoid discussing patient details in public areas such as elevators, waiting areas, or the cafeteria. All conversations should take place in a secure location. Be sure to confirm the identities of the patient's family members before sharing information with them. Don't forget to speak quietly and privately when discussing patient information.	Bullet points fade in timed with the VO audio. Prevent the learner from clicking on other tabs until the VO audio is complete.

Slide: 3.2 / Menu Title: Additional Information: PHI			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Tom's avatar is on the left side of the slide, looking right, pulled to the front of the slide so the top ½ of his body is visible on the slide. Tom's caption bubble is above Tom's avatar.	[Slide Title] Additional Information: PHI [Directions] Click each rectangle below to learn more	[Tom] Alright Jordan. Let's look at some additional information regarding PHI. [Narrator] Click on each rectangle below to	Tom captions timed with VO audio. Highlight borders timed with the reference to each topic in the VO audio.

Jordan's avatar is on the right side of the slide, looking left, thinking. Positioned like Tom's avatar, where only the top ½ of the body is visible. Four rectangles are positioned in the middle of the screen. Fill color from the color palette. Rectangle labels with the following icons: Using PHI: File Folder Ask First!: Question Mark Incidental Disclosure: Emergency Department symbol Minimum Necessary Rule: A Piece of paper with an eye with a line through it. A highlight border is placed around rectangles in an orange from the color palette.	[Top left rectangle label] Using PHI [Top right rectangle label] Ask First! [Bottom left rectangle label] Incidental Disclosure [Bottom right rectangle label] Minimum Necessary Rule [Tom caption] Alright Jordan. Let's look at some additional information regarding PHI.	learn more about using PHI, Ask First?, Incidental Disclosure, and the Minimum Necessary Rule.	Learners are restricted from clicking on the boxes until the VO audio is complete. The Next button is hidden until all rectangles/slides for this interaction have been visited. The Next button jumps to slide 3.7 The Using PHI Button jumps to slide 3.3 The Ask First Button jumps to slide 3.4 The Incidental Disclosure Button jumps to slide 3.5 The Minimum Necessary Rule Button jumps to slide 3.6
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Slide: 3.3 / Menu Title: Using PHI			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Tom and Jordan's avatars are positioned the same as on slide 3.2 A rectangle is centered in the middle of the slide, filled with an orange color from the palette.	[Slide Title] Using PHI [Text inside rectangle] PHI can be used or shared as necessary for treatment, payment, and health care operations.	[Tom] [1] Protected Health Information can be used or shared as necessary for treatment, payment, and health care operations. [Narrator] Click 'Next' to continue.	The Next button is hidden when the timeline starts on this slide. The Previous and Next buttons jump to slide 3.2.

Slide: 3.4 / Menu Title: Ask First!			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual design as slide 3.3.	[Slide Title] Ask First! [Text inside rectangle] In emergencies, PHI must be shared quickly and possibly in a manner in which others cannot be prevented from hearing or seeing it.	[Tom] The Ask First! Rule applies to times when you may not be able to ask for patient consent prior to sharing PHI. For example, in emergencies, PHI must be shared quickly and possibly in a manner in which others cannot be prevented from hearing or seeing it. [Narrator] Click 'Next' to continue.	Same interaction as Slide 3.3

Slide: 3.5 / Menu Title: Incidental Disclosure			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual design as slides 3.3 and 3.4.	[Slide Title] Incidental Disclosure [Text inside rectangle] Don't assume it is okay to discuss a patient's information in front of visitors or even family members without asking the patient first.	[Tom] Incidental Disclosure states that you should not assume it is okay to discuss a patient's information in front of visitors or even family members without asking the patient first. [Narrator] Click 'Next' to continue.	Same interaction as slides 3.3 and 3.4

Slide: 3.6 / Menu Title: Minimum Necessary Rule			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual design as slides 3.3, 3.4, and 3.5.	[Slide Title] Minimum Necessary Rule [Text inside rectangle] PHI can be used or shared as necessary for treatment, payment, and health care operations.	[Tom] [1] Protected Health Information can be used or shared as necessary for treatment, payment, and health care operations. [Narrator] Click 'Next' to continue.	Same interaction as slides 3.3, 3.4, and 3.5.

Slide: 3.7 / Menu Title: Knowledge Check			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The top and bottom borders are in a darker blue of the color palette, with a rectangle using the same border positioned in the center of the slide, connecting the top and bottom borders. Jordan's avatar is on the left side of the slide, facing right, thinking.	[Slide Title] Knowledge Check [Question] Help Jordan match the appropriate way to protect a patient's health information with the type of record or disclosure. [Record Types] • Electronic Records • Paper Records • Verbal Disclosure [Ways to protect health information] • Never leave charts or forms unattended in public or shared areas • Confirm identities before sharing information (when speaking with the patient's family) • Use encrypted email or secure portals for communication	[Narrator] It's time to check your knowledge! Match the appropriate way to protect a patient's health information with the type of record to which it applies. Click submit when you have matched all of the options. You can take this knowledge check twice before you will automatically move on in the course.	Matching drag and drop interaction. Learners get two attempts.

Slide: 4.1 / Menu Title: HIPAA Violations			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Nearly the entire slide is taken up by an accordion interaction with vertical tabs.	[Slide Title] HIPAA Violations [Rectangle Labels from Left to	[Narrator] It is important to recognize and report suspected HIPAA violations. Sharing patient	The Next button is hidden on this slide until the learner visits each of the tabs.

Five tabs displaying the tab titles take up roughly $\frac{1}{3}$ of the accordion area, and are shown vertically, leaving the remainder of the space for content to show within the accordion frame. The closed accordion with show on the screen to start. When the learner clicks on each tab, it will pop to its open position and display the information for that tab. Each tab should be a different palette color. The layer associated with each tab should have the same color background palette as the tab for that section.	Right] • Unauthorized Access or Disclosures • Failure to Safeguard PHI • Improper Disposal of PHI • Lack of Training or Policies • Notification Errors	information you learned at work for any reason other than work-related purposes is a violation of HIPAA. Violations can result in jail time, fines, and civil lawsuits. Violations of HIPAA include Unauthorized access or disclosures, failure to safeguard PHI, and Improper disposal of PHI. These violations could be due to a lack of training or policies, or information breach notification errors. Click each rectangle below to learn more.	Tabs are disabled until VO completes. The learner will click on each tab, which will open the accordion and show the corresponding layer, meaning it jumps to its open position. The next button will jump to slide 4.2.
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Slide: 4.1a / Menu Title:			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
An image related to the tab content is shown centered on the bottom portion of the accordion. Text is above the image. An 'X' icon is placed in the upper right corner with a hotspot.	[Text in rectangle] • Sharing PHI without patient consent • Accessing patient records without a legitimate reason	[Narrator] Sharing PHI without the patient's consent, even to the patient's family, is a violation of HIPAA. Another HIPAA violation would be accessing a patient's records without a legitimate reason. For example, if you work in the billing department and you are accessing the patient's test results, you are violating HIPAA because you do not need the patient's results to perform your job duties.	The learner will click on the 'X' hotspot to close the accordion interaction and return to Slide 4.1. Hotspot and X fade in when the audio is complete on the slide.

Slide: 4.1b / Menu Title:			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
An image related to tab content is shown centered on the bottom portion of the accordion. Text is above the image. An 'X' icon is placed in the upper right corner with a hotspot.	[Text in rectangle] - Leaving patient information visible to others - Not encrypting electronic records or emails.	[Narrator] Leaving a patient's information visible to others on your desk or computer, or sending electronic records or emails without encryption, is a failure to safeguard a patient's PHI.	The learner will click on the 'X' hotspot to close the accordion interaction and return to Slide 4.1. Hotspot and X fade in when the audio is complete on the slide.

Slide: 4.1c / Menu Title:			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
An image related to tab content is shown centered on the bottom portion of the accordion. Text is above the image. An 'X' icon is placed in the upper right corner with a hotspot.	[Text in rectangle] - Throwing away documents with PHI without shredding - Improperly discarding digital devices.	[Narrator] Throwing away paper documents that include PHI without shredding and disposing of electronic, digital devices improperly are both in violation of HIPAA.	The learner will click on the 'X' hotspot to close the accordion interaction and return to Slide 4.1. Hotspot and X fade in when the audio is complete on the slide.

Slide: 4.1d / Menu Title:			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
An image related to tab content is shown centered on the bottom	[Text in rectangle]	[Narrator] HIPAA Violations might be the	The learner will click on the 'X' hotspot to close the accordion

portion of the accordion. Text is above the image. An 'X' icon is placed in the upper right corner with a hotspot.	• Staff not trained in HIPAA practices • Not clear procedures for handling PHI	result of not training staff on HIPAA practices or not providing clear procedures for handling PHI.	interaction and return to Slide 4.1. Hotspot and X fade in when the audio is complete on the slide.
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Slide: 4.1e / Menu Title:			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Image related to the above content is shown centered on the bottom portion of the accordion. Text is above the image. An 'X' icon is placed in the upper right corner with a hotspot.	[Text in rectangle] • Not reporting breaches within the 60-day requirement • Not notifying affected individuals or the Department of Health and Human Services	[Narrator] Failure to report breaches of HIPAA within 60 days and not notifying affected individuals or the Department of Health and Human Services are violations of HIPAA.	The learner will click on the 'X' hotspot to close the accordion interaction and return to Slide 4.1. Hotspot and X fade in when the audio is complete on the slide.

Slide: 4.2 / Menu Title: Knowledge Check			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The top and bottom borders are in a darker blue of the color palette, with a rectangle using the same border positioned in the center of the slide, connecting the top and bottom borders. Jordan's avatar is on the left side	[Slide Title] Knowledge Check [Question] Jordan is at her desk reviewing a patient's medical chart on the computer. It's time for her lunch break, and she'll be away from her desk for about an hour. She	[Narrator] Now it's time to check your knowledge of HIPAA violations. Jordan is at her desk reviewing a patient's medical chart on the computer. It's time for her lunch break, and she'll be away from her desk for about an hour. She	Multiple Choice question

of the slide, facing right, thinking.	wants to make sure she is following HIPAA guidelines to protect patient information. What is the BEST option for Jordan to take before leaving her desk? [Answer Choices] 1. Leave the chart open on your screen since she'll be back shortly, and no one else uses her workstation. 2. Minimize the chart window and lock her office door before stepping out. 3. Close the chart, log out of the system, and lock her computer screen. 4. Leave a sticky note on her monitor reminding her to close the chart when she gets back.	wants to make sure she is following HIPAA guidelines to protect patient information. What is the BEST option for Jordan to take before leaving her desk?	
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Slide: 4.3 / Menu Title: Reporting Violations			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Tom's avatar is standing in the center of the slide, facing the learner. 4 rectangles on screen, 2 on the right and 2 on the left of Tom's avatar. The top two rectangles are	[Slide Title] Reporting Violations [Text label top left rectangle] Internal Reporting [Text label top right rectangle] External Reporting	[Tom] You can report HIPAA violations in two ways. First, you can report the violation internally by telling your supervisor, your company's compliance officer, or the HR department. You can also use anonymous reporting hotlines or compliance portals if they are	Orange rectangles and associated arrow fade in timed with the reference in the VO audio. Test in the bottom rectangle fades in and out, timed with the reference in the VO audio.

orange from the color palette, and the bottom two are green from the color palette. Two arrows point downward, 1 from each of the top rectangles to the respective rectangle below it. Arrows are the same orange as the rectangles.	[Text in rectangle bottom left] [1] Tell the supervisor, compliance officer, or HR department [2] Anonymous reporting hotlines or compliance portals [Text in rectangle bottom right] [1] External Reporting to the Health and Human Services Office of Civil Rights (OCR) [2] 1. OCR website [3] 2. Complete form [4] 3. Submit complaint	available. You may also report a violation externally. External reporting to the Department of Health and Human Services Office of Civil Rights can be done on their website. You would complete the form, including what happened, who was involved, the dates of the incident, and any evidence. Complaints must be submitted within 180 days of when you learned of the possible violation.	The Next button is hidden until the audio completes.
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Slide: 4.4 / Menu Title: Tips for Avoiding Violations			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Tom's avatar stands on the left side of the slide, facing the learner, gesturing to the right. An orange square sits to the right of Tom's avatar.	[Slide Title] Tips for Avoiding Violations [Text in rectangle] • Only access records when necessary for your job. • Use secure communication tools. • Don't discuss patient information in public areas. • Follow your facility's HIPAA training and protocols.	[Tom] Remember that the easiest way to avoid violations is to only access records when necessary for your job, use secure communication tools, and avoid using personal devices or email. Don't discuss patient information in public areas and follow your facility's HIPAA training and protocols.	Bullet points fade in timed with the VO audio.

Slide: 4.5 / Menu Title: Workplace Scenario			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background Image:  Tom's avatar is on the left side of the screen, facing right, and Jordan's avatar is on the right side of the screen, facing left. Jordan's avatar is slightly to the right of center. Caption bubbles track Tom and Jordan's conversation on screen. During the conversation, the caption shape will remain between them. Jordan's avatar has 2 poses: talking and listening. Jordan's avatar transitions to listening, facing right when Narration begins on the slide. An orange rectangle on the right side of the slide, to the right of Jordan's avatar.	[Slide Title] Workplace Scenario [Jordan caption] Thanks for calling me out earlier. That could have gotten me in serious trouble. [Tom caption] It's not just about avoiding trouble—it's about doing the right thing. If something like that happens again, it's best to report it. I can walk with you to let the charge nurse know if you want. [Jordan caption] Yeah. Let's do that. [Text in rectangle] Tom modeled proper HIPAA compliance by: 1. Speaking up 2. Protecting patient information 3. Promoting accountability If it's not needed for your job, don't access, discuss, or share it.	[Jordan] [1] Thanks for calling me out earlier. That could've gotten me in serious trouble. [Tom] [2] It's not just about avoiding trouble—it's about doing the right thing. If something like that happens again, it's best to report it. I can walk with you to let the charge nurse know if you want. [Jordan] [3] Yeah. Let's do that. [Narrator] In this scenario, Tom applied HIPAA safeguards in a real-world situation. Speaking up, protecting patient information, and encouraging accountability are all part of creating a culture of privacy. Even informal discussions or harmless curiosity can lead to HIPAA violations. If it's not needed for your job, don't access, discuss, or share it.	Captions fade in and out, timed with the VO audio. Jordan's avatar transitions to facing right when narration begins on the slide. An orange rectangle fades in when narration begins. Tom's avatar moves along a motion path toward Jordan after narration begins. Slide auto advances when narration completes.

Slide: 5.1 / Menu Title: Assessment			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Tom's avatar is on the left side of the slide, facing the learner. Caption bubble to Tom's avatar's right. Take the Quiz button near the bottom of the slide under the caption bubble. An orange rectangle is on the right of the slide.	[Slide Title] Assessment [Text in rectangle] • Apply appropriate safeguards to prevent unauthorized access to PHI. • Use secure methods for transmitting PHI. • Recognize potential HIPAA privacy breaches and correctly follow organizational reporting and response procedures to mitigate risks. [Tom caption] You can now apply appropriate safeguards to prevent unauthorized access to protected health information, use secure methods for transmitting PHI, and recognize and report potential HIPAA privacy breaches in your organization. It is now time for your assessment. You will answer five questions. You must earn an 80% to pass. [Custom button label] Take the Quiz	[Tom] You can now apply appropriate safeguards to prevent unauthorized access to protected health information, use secure methods for transmitting PHI, and recognize and report potential HIPAA privacy breaches in your organization. It is now time for your assessment. You will answer five questions. You must earn an 80% to pass. [Narrator] When you are ready, click the Take the Quiz button to begin.	Captions fade in and out, timed with VO audio. Bullet points in the orange rectangle fade in timed with the VO audio. The Take the Quiz button fades in when referenced in the VO narration. The Take the Quiz button jumps to slide 5.2. Score by questions with 1 attempt for each quiz question as the learner progresses through the quiz. They will be able to retake the entire quiz at the end if they do not pass. Results slide 5.7; graded quiz slide. When the learner clicks submit, submit assessment questions are submitted and they advance to the next slide. Learner should not get immediate feedback with Correct and Incorrect feedback layers. If they do not pass, they can review the quiz.
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Slide: 5.2 / Menu Title: [hidden from menu]			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Jordan's avatar stands on the right side of the slide, facing left	[Slide Title] Assessment	[Narrator] Jordan is a medical assistant at a	Same settings for slides 5.1, 5.2, 5.3, 5.4, 5.5 and 5.6.

thinking.	[Question] Jordan is a medical assistant at a busy clinic. During her shift, a patient's spouse approaches her at the front desk and asks for an update on their partner's lab results. The spouse is upset and says, "They always let me know what's going on. Just tell me if the results are back – please." What should she do next? (Select the BEST course of action) [Answers] 1. Avoid answering and tell the spouse to ask the provider directly. 2. Print the lab results and give them to the spouse since they are a family member. 3. Tell the spouse she's not allowed to share information without written patient consent. 4. Ask the patient in the exam room if they'd like her to share their results with their spouse.	busy clinic. During her shift, a patient's spouse approaches her at the front desk and asks for an update on their partner's lab results. The spouse is upset and says, "They always let me know what's going on. Just tell me if the results are back, please." What should she do next?	
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Slide: 5.3 / Menu Title: [hidden from menu]			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual design as slide 5.2.	[Slide Title] Assessment	[Narrator] Jordan works in the billing	Same settings for slides 5.1, 5.2, 5.3, 5.4, 5.5 and 5.6.

	[Question] Jordan works in the billing department of a multi-specialty clinic. She is printing out a patient's billing statement that includes their full name, date of birth, account number, diagnosis code, and treatment details. What information in the document does she need to keep protected because it qualifies as PHI? Choose all that apply. [Answers] Full Name Favorite Color Diagnosis Code Date of Birth Account Number	department of a multi-specialty clinic. She is printing out a patient's billing statement that includes their full name, date of birth, account number, diagnosis code, and treatment details. What information in the document does she need to keep protected because it qualifies as PHI? Choose all that apply.	
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Slide: 5.4 / Menu Title: [hidden from menu]			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual design as slides 5.2 and 5.3.	[Slide Title] Assessment [Question] Jordan works in the Emergency Room (ER) and notices that her neighbor, Jeremy, is admitted during your shift. Later that evening, she goes out to dinner with a group of friends who also know Jeremy. During the meal, she casually mentions, "I saw Jeremy in the ER today. I wonder what happened." Which of the following best	[Narrator] Jordan works in the Emergency Room (ER) and notices that her neighbor, Jeremy, is admitted during your shift. Later that evening, she goes out to dinner with a group of friends who also know Jeremy. During the meal, she casually mentions, "I saw Jeremy in the ER today. I wonder what happened." Which of the following best describes the HIPAA issue in this scenario?	Same settings for slides 5.1, 5.2, 5.3, 5.4, 5.5 and 5.6.

	describes the HIPAA issue in this scenario? [Answers] 1. This is a HIPAA violation because she shared PHI with individuals not authorized to receive it. 2. There is no issue - Jeremy is a friend and the conversation was casual. 3. It's only a violation if she shares his diagnosis or treatment details. 4. It's acceptable to talk about patients as long as she doesn't disclose their full name or specific condition.		
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Slide: 5.5 / Menu Title: [hidden from menu]			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual design as slides 5.2, 5.3. and 5.4.	[Slide Title] Assessment [Question] Jordan is required to send a patient's lab results to an outside specialist via email. Which of the following methods would be the most secure and HIPAA-compliant way to disclose	[Narrator] Jordan is required to send a patient's lab results to an outside specialist via email. Which of the following methods would be the most secure and HIPAA-compliant way to disclose this information?	Same settings for slides 5.1, 5.2, 5.3, 5.4, 5.5 and 5.6.

	this information? [Answer] 1. Copy and paste the results into a regular email and send it to them immediately. 2. Use her organization's secure, encrypted email system to send the results after verifying the recipient's email address. 3. Send the results as an attachment through her personal email account to speed up the process. 4. Fax the results to the specialist without confirming the fax number since it's been used before.		
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Slide: 5.6 / Menu Title: [hidden from menu]			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual design as slides 5.2, 5.3, 5.4, and 5.5.	[Slide Title] Assessment [Question] Jordan is a receptionist at a family practice clinic. While delivering mail to the nurses' station, she overhears a medical assistant talking loudly on the phone about a patient's test	[Narrator] Jordan is a receptionist at a family practice clinic. While delivering mail to the nurses' station, she overhears a medical assistant talking loudly on the phone about a patient's test results, including the patient's name, diagnosis, and treatment plan. Several other patients and	Same settings for slides 5.1, 5.2, 5.3, 5.4, 5.5 and 5.6.

	results, including the patient's name, diagnosis, and treatment plan. Several other patients and visitors are in the waiting area nearby and may have heard the conversation. She's unsure whether this was allowed, but it doesn't seem right. She's not sure what to do next. What is the BEST course of action to take in this situation? [Answer Choices] 1. Say nothing. HIPAA is the responsibility of clinical staff, and she is just the receptionist. 2. Talk to the medical assistant later and suggest they speak more quietly next time. 3. Report the incident to her clinic's HIPAA Privacy or Compliance Officer through the appropriate channel. 4. Tell a friend outside of work about what happened to get a second opinion.	visitors are in the waiting area nearby and may have heard the conversation. She's unsure whether this was allowed, but it doesn't seem right. She's not sure what to do next. What is the BEST course of action to take in this situation?	
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Slide: 5.7 / Menu Title: Results			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same background color as Slides 5.2, 5.3, 5.4, 5.5, and 5.6.	[Slide Title] Results Your Score: XX%	<i>[Narration only on layers]</i>	Use a results slide to show Success layer 5.7a when the timeline starts, if results are equal to or greater than the passing

	Passing Score: 80%		score. Show Failure layer 5.7b when the timeline starts, if the results are less than the passing score. The base layer will be visible from the success or failure layers The results variables show the percentage score only. Built in graded quiz variable reference displays learner score where XX appears on the slide.
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Slide: 5.7a / Menu Title:			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Tom's avatar appears on the left side of the slide, Jordan's avatar appears on the right side of the slide, both facing the results, both happy. A white checkmark appears above the results text.	Nice job, you passed! [Buttons] Review Quiz Continue	[Narrator] Nice job! You passed! You can review the quiz or click continue to proceed.	The Review Quiz button shows correct/incorrect response when reviewing. Continue button jumps to Slide 5.8.

Slide: 5.7b / Menu Title:			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Tom and Jordan's avatars appear in the same locations as in slide 5.7a, but look sad/disappointed. A red circle with a white X appears above the results text.	Sorry, you didn't pass. [Buttons] Review Quiz Retry Quiz	[Narrator] I'm sorry you didn't pass. Click the review quiz to review the questions and answers. Or click retry quiz to try again.	The Review Quiz button shows correct/incorrect responses when reviewing. Retry Quiz button resets results slide and jumps to slide 5.2.

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Slide: 5.8 / Menu Title: Congratulations!			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The Slide design includes all custom borders and logo, except the title shape is not included. The background is that darker orange color from the palette. Tom's avatar is on the left of the slide, facing the learner and cheering. To the right of Tom's avatar, the slide text will be displayed. End Course button near the bottom of the slide under the Slide text. The End Course button is a lighter shade of orange from the color palette.	Congratulations! You have completed the HIPAA Compliance Training Course. [Buttons] End Course	[Narrator] Congratulations! You have completed the HIPAA Compliance Training for X-Health. Click the "End Course" button to exit the course.	The End Course button exits the course.