

# HIPAA Privacy Training Design Document

<i>Business Purpose</i>	HIPAA Privacy violations will decrease over the next year as hospital personnel implements and follows the policies and guidelines of the HIPAA Privacy Rule.
<i>Target Audience</i>	All current hospital personnel
<i>Training Time</i>	10 minutes
<i>Training Recommendation</i>	<ul style="list-style-type: none"> <li>● 1 e-Learning course                             <ul style="list-style-type: none"> <li>○ An eLearning course will allow employees to take the training on their own time. This will in turn reduce how many staff members will need to be off the floor and in turn allow the hospital to operate with a full staff.</li> </ul> </li> <li>● Final evaluation                             <ul style="list-style-type: none"> <li>○ This will test the learner's comprehension of the training to and the HIPAA Privacy Rules.</li> </ul> </li> </ul>
<i>Deliverables</i>	<ul style="list-style-type: none"> <li>● Storyboard</li> <li>● 1 e-Learning course                             <ul style="list-style-type: none"> <li>○ Developed in Articulate Storyline</li> <li>○ Includes narration</li> <li>○ Final evaluation</li> </ul> </li> </ul>
<i>Learning Objectives</i>	<p>At the end of the training learners will know:</p> <ul style="list-style-type: none"> <li>● Define HIPPA and its Privacy Rule.</li> <li>● List some precautions to protect patient information.</li> <li>● Define what an incident disclosure is.</li> <li>● List the possible consequences for violating the HIPAA Privacy Rule.</li> </ul>
<i>Training Outline</i>	<ul style="list-style-type: none"> <li>● Welcome and Navigation</li> <li>● Look at a scenario                             <ul style="list-style-type: none"> <li>○ This will introduce the learner to a scenario where HIPAA Privacy information is share and ask them to think about if it was a violation. It set them up for why they will learn the following objectives.</li> </ul> </li> <li>● Objectives</li> <li>● Overview of HIPPA and the Privacy Rule</li> </ul>

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	<ul style="list-style-type: none"><li>○ Define HIPAA and discuss the history of the privacy rule and how it applies to.</li><li>● Protecting Patient Information<ul style="list-style-type: none"><li>○ Discuss different ways to protect patient information.<ul style="list-style-type: none"><li>▪ Secure location where you can discuss protected health information.</li><li>▪ Getting permission before discussing their health information if front of someone they are with.</li><li>▪ How to secure written documents.</li></ul></li></ul></li><li>● Incident Disclosure<ul style="list-style-type: none"><li>○ Discuss what an incident disclosure is and when it might happen.</li><li>○ Goes over the Protected patient information<ul style="list-style-type: none"><li>▪ Names</li><li>▪ Phone numbers</li><li>▪ Date of birth</li><li>▪ SS#</li><li>▪ Email addresses</li><li>▪ Medical records.</li></ul></li></ul></li><li>● Consequences for Violations<ul style="list-style-type: none"><li>○ Go over possible consequences for violating the HIPAA Privacy Rule.<ul style="list-style-type: none"><li>▪ Jail time</li><li>▪ Fines</li></ul></li></ul></li></ul>
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	<ul style="list-style-type: none"><li>▪ Civil lawsuits.</li><li>● HIPAA Rule<ul style="list-style-type: none"><li>○ Go over some additional information and guideline of the HIPAA Privacy Rule.</li></ul></li><li>▪ Vaccination records disclosure to school</li><li>▪ Protection after death</li><li>▪ Protection of genetic information.</li><li>● Summary</li><li>● Revisit the initial scenario<ul style="list-style-type: none"><li>○ We will revisit the original scenario and now they learner will decide if it was a violation or not with the information they have learned. They will receive feedback if the correct or not and why it is a violation.</li></ul></li><li>● Final Evaluation</li><li>● Conclusion</li></ul>
<i>Evaluation Plan</i>	<ul style="list-style-type: none"><li>● 5 questions – Multiple choice, True/False, Multiselect</li><li>● Learner must score 80% to pass.</li><li>● They will have 3 tries before they will need to take the course over.</li></ul>