


Visual Assets Key		Image																																		
Palette	<table><tr><td>FBFF00</td><td>DAFDB A</td><td>9AEBA3</td><td>45C4B0</td><td>8FDCD0</td><td>C1E7F6</td><td>13678A</td><td>012030</td><td>F7FAFA</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="9"></td></tr></table>									FBFF00	DAFDB A	9AEBA3	45C4B0	8FDCD0	C1E7F6	13678A	012030	F7FAFA																		
	FBFF00	DAFDB A	9AEBA3	45C4B0	8FDCD0	C1E7F6	13678A	012030	F7FAFA																											
Isabel																																				

Slide [1.1]/ Menu Title: <i>Welcome</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (1)</p> <p>Isabel (neutral or positive) aligned center in the slide.</p> <p>Large Start button in bottom, right corner of slide.</p>	[Welcome]	Hello. Welcome to your HIPAA privacy training. Click Start when you are ready to begin.	Isabel gestures to Start button, timed with audio.
<b>Notes:</b>			

Slide [1.2]/ Menu Title: <i>Introduction</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (2)</p> <p>Slide text set in semi-transparent shape(s) overlaying the background image. * _____</p> <p>Background, solid palette color.</p> <p>Isabel (neutral or positive) aligned center between custom Navigation and Begin Your Training buttons.</p>	<p>[Introduction]</p> <p>As a medical professional, it is your responsibility to ensure that your patient's protected health information is handled appropriately.</p> <p>This course will teach you best practices, and legal requirements with regard to patient privacy.</p>	<p>As a medical professional, it is your responsibility to ensure that your patient's protected health information is handled appropriately.</p> <p>This course will teach you best practices, and legal requirements with regards to patient privacy. * _____</p> <p>Click the Navigation button to learn how to navigate this training module.</p> <p>When you're ready, click Begin Your Training, to start the training module.</p>	<p>Text fades in, timed with audio.</p> <p>Slide background changes to a solid color when audio: ...<i>regards to patient privacy</i> ends. * _____</p> <p>Isabel is shown aligned center, between Navigation and Begin Your Training buttons.</p> <p>Isabel points to Navigation, and Begin Your Training buttons, timed with audio.</p> <p>Clicking "Navigation" brings learner to slide 1.3.</p> <p>Clicking "Begin Your Training" brings learner to slide 1.4.</p>
<b>Notes:</b>			

Slide [1.3]/ Menu Title: <i>Navigation</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Background (1)</p> <p>Isabel (neutral) aligned center.</p> <p>Custom Previous button, lower left corner of the slide.</p> <p>Audio icon, upper right corner of slide.</p> <p>Custom Next button, lower right corner of the slide.</p> <p>Arrow or callout shapes point to player features.</p>	[Navigation]	<p>Let's talk about how to navigate this training module.</p> <p>To move through this course, click the Previous, and Next buttons at the bottom of the screen.</p> <p>Click the Next button to continue to the next slide. If the slide contains tasks, the Next button will activate once you've completed those tasks.</p> <p>If you'd like to return to the previous slide, click Previous.</p> <p>You can find all of the slides from the course in the Menu Bar on the left side of the screen. You may click any of these titles to return to that slide.</p> <p>On some slides, such as Knowledge Check results, and Assessment questions, the audio will not play automatically. In these cases, click on the Speaker Icon to hear the audio.</p> <p>The Seekbar allows you to pause or replay each slide.</p> <p>The options to the right of the seekbar allow you to show closed captions, adjust the volume, and adjust accessibility options.</p> <p>When you are ready to begin your HIPAA training, click Next.</p>	<p>Arrows appear, pointing at each navigation item mentioned in the audio.</p> <p>Arrows disappear before the next navigation item is mentioned.</p> <p>Isabel points to, or gestures toward each arrow, timed with audio.</p>
<b>Notes:</b>			

Slide [1.4]/ Menu Title: <i>Objectives</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (1)</p> <p>Rectangle filled in with palette color, taking up about ¾ of slide.</p> <p>Isabel (neutral) shown right of rectangle.</p>	<p>[Objectives]</p> <ol style="list-style-type: none"> <li>1. <i>Identify</i> HIPAA regulations</li> <li>2. <i>Describe</i> precautions used to protect information.</li> </ol>	<p>In this module you will:</p> <p>Identify HIPAA regulations, describe precautions used to protect information, demonstrate best practices for handling patient information, and interpret scenarios involving handling of patient information to determine the best course of action.</p>	<p>Using a motion path, Isabel enters from right of frame.</p> <p>Using a motion path, a rectangular shape drops down from behind the slide titles, timed with "In this module you will:"</p>

	<p><b>3.</b> <i>Demonstrate</i> best practices for handling patient information.</p> <p><b>4.</b> <i>Analyze</i> patients' rights as they relate to protected health information.</p>		<p>Each objective fades in, within the rectangle, timed with the audio.</p> <p>Isabel gestures to each objective, also timed with audio.</p>
<b>Notes:</b>			

Slide [2.1]/ Menu Title: <i>Protecting Patient Information</i>			Objective: [#] 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (1)</p> <p>Two filled in with a palette color, on left side of slide.</p> <p>Top rectangle contains "Doctor Patient" image, and is labeled <i>Conversations</i>.</p> <p>Bottom rectangle contains "Medical Records" image, and is labeled <i>Paperwork</i>.</p> <p>Text box filled in with palette color, on upper right of slide. Text inside reads <i>Click on each picture to learn more.</i></p> <p>Isabel (neutral or positive) begins at right of slide.</p>	<p>[Protecting Patient Information]</p> <ul style="list-style-type: none"> <li>• Conversations</li> <li>• Paperwork</li> <li>• Click on each picture to learn more.</li> </ul>	<p>It is very important to make sure that you always protect patient information, both in their paperwork, and in conversation.</p> <p>Click on each picture to learn more.</p>	<p>Isabel begins on right side of the slide.</p> <p>Using a motion path, Isabel moves left and stops just before the Conversations and Paperwork buttons, timed with "click on each picture to learn more."</p> <p>Text reading "click on each picture to learn more" fades in, timed with audio.</p>
<b>Notes:</b>			

Slide [2.2]/ Menu Title: <i>Conversations</i>			Objective: [#] 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (1)</p>	<p>[Conversations]</p> <ul style="list-style-type: none"> <li>• Hallways</li> <li>• Elevators</li> </ul>	<p>Conversations regarding protected health information should never take place in common areas such as hallways, elevators, or cafeterias.</p>	<p>"No" symbol appears over each image, timed with audio, as voiceover says "hallways, elevators, and cafeterias."</p>

<p>Three filled-in rectangles (the same ones used in slide 2.1) shown aligned middle.</p> <p>Leftmost rectangle contains “Hallways” image, and is labeled <i>Hallways</i>.</p> <p>Center rectangle contains “Elevators” image, and is labeled <i>Elevators</i>.</p> <p>Rightmost rectangle contains “Cafeterias” image, and is labeled <i>Cafeterias</i>.</p> <p>“No Symbol” filled in with a semi-transparent color, and covers most of each rectangle as it appears.</p>	<ul style="list-style-type: none"> <li>• Cafeterias</li> </ul>		
<b>Notes:</b>			

Slide [2.3]			Objective: [#] 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (1)</p> <p>Same rectangle, and same positioning as used in slide 1.4.</p> <p>“Doctor/patient” image.</p> <p>“Doctor and two people” image.</p> <p>Each doctor/patient image shown centered in filled-in rectangle.</p> <p>Isabel (neutral) stands to the right of the rectangle.</p> <p>Custom <i>Return to Protecting Patient Information</i> button.</p>	<p>[Conversations]</p>	<p>Conversations regarding protected health information should always take place in a secure location such as a doctor’s office with the door closed.</p> <p>Never assume it is okay to speak about a patient’s information in front of visitors, or even family members, without asking the patient first.</p>	<p>The same rectangular shape as used in slide 1.4 drops down, using the same type of animation.</p> <p>Image of a doctor and one patient appears, timed with audio, followed by a doctor speaking to two people. Isabel gestures toward the images as they appear.</p>
<b>Notes:</b> Learner returns to slide 2.1 before advancing.			

Slide [2.4]/ Menu Title: <i>Paperwork</i>			Objective: [#] 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (1)</p> <p>Slightly smaller version of the same rectangle as used in slide 2.3.</p> <p>“Paperwork” image centered in rectangle.</p> <p>“No symbol” covers most of the rectangle when it appears.</p> <p>Isabel (neutral) stands to right of rectangle.</p>	<p>[Written Documents]</p>	<p>Protecting written documents.</p> <p>Never leave client records, files, and other written documents on your desk or in the open, where they can be seen by others.</p>	<p>“No” symbol appears over image of stacked papers, timed with audio.</p>
<b>Notes:</b>			

Slide [2.5]/ Menu Title: <i>Knowledge Check</i>			Objective: [#] 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (1)</p> <p>Isabel (neutral or positive) stands aligned center between two lock boxes.</p> <p>One lock box is labeled <i>HIPAA Violations</i>.</p> <p>The other lock box is labeled <i>HIPAA Best Practices</i>.</p> <p>Custom Submit button.</p>	<p>[Knowledge Check]</p> <ul style="list-style-type: none"> <li>• (Left box labeled) HIPAA Violations</li> <li>• (Right box labeled) HIPAA Best Practices</li> <li>• (Isabel holding 5 cards, revealed individually as each card is dropped into the appropriate box.) Cards read: <ul style="list-style-type: none"> <li>o Discussing health with patient Privately.</li> <li>o Always storing health records securely.</li> </ul> </li> </ul>	<p>(optional audio)</p> <p>Let’s try a knowledge check.</p> <p>Drag and drop each card into the appropriate box, depending on whether the information presented is a HIPAA violation, or an example of HIPAA best practices.</p> <hr/> <p>(If learner does not pass KC)</p> <p>Not Quite. Try again.</p>	<p>Isabel stands between two lock boxes, holding card that reads “Discussing health with patient, privately.”</p> <p>Learner should drag-and-drop each card to the appropriate lock box.</p> <p>When each card is dropped over a box, it should swivel, shrink and disappear “into” the lock box, using the “swivel” and “shrink” animations, as the next card appears in Isabel’s hands.</p> <hr/> <p>(Learner places all cards correctly)</p> <p>Isabel shown in positive, cheering gesture, when learner has dropped all cards into the correct boxes.</p>

	<ul style="list-style-type: none"> <li>o Leaving health records out in the open.</li> <li>o Sharing health info with family member without permission.</li> <li>o Discussing patient health in public areas.</li> </ul> <p>HIPAA Violations HIPAA Best Practices</p>		<hr/> <p>(Learner places at least one card incorrectly)</p> <p>Isabel shown in a pensive stance, as VO “Not quite. Try again,” plays.</p> <p>Animation / Interaction repeats from the beginning, with Isabel standing between two lock boxes, holding card that reads “Discussing health with patient, privately.”</p>
<b>Notes:</b>			

Slide [3.1]/ Menu Title: <i>Violations</i>			Objective: [#] 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (1)</p> <p>Large Stop Sign image shown at right of slide, aligned middle.</p> <p>Isabel (neutral) stands to left of Stop Sign.</p> <hr/> <p>Jail Cell, Money on Fire, and Gavel images stacked, spaced evenly, shown at right of slide.</p>	[Violations]	<p>If you share patient information you learned at work, for any reasons that are not work-related, you have violated HIPAA’s privacy rule.</p> <hr/> <p>Click the Stop sign to learn the consequences of violating HIPAA’s privacy rule.</p> <hr/> <p>Consequences of violating HIPAA’s privacy rule include jail time, fines, and civil lawsuits.</p>	<p>Isabel gestures toward Stop Sign, timed with audio <i>click the stop sign</i>.</p> <hr/> <p>Learner clicks the Stop Sign to jump to next layer.</p> <hr/> <p>Images of a Jail Cell, Money on Fire, and a Gavel appear timed with audio <i>jail time, fines, and civil lawsuit</i>, respectively.</p> <hr/> <p>Isabel gestures to each image as it appears.</p>
<b>Notes:</b>			

Slide [3.2]/ Menu Title: <i>Incidental Disclosures</i>			Objective: [#] 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background (1)	[Incidental Disclosures]	Incidental Disclosures.	

<p>Ambulance Image, shown at right of slide, aligned middle.</p> <p>Isabel (neutral) stands to left of Ambulance image.</p>		<p>There may be times, such as in an emergency situation, when protected health information must be shared quickly, and possibly in a manner in which others cannot be prevented from hearing or seeing it. These are referred to as Incidental Disclosures.</p>	<p>Using a motion path, Isabel enters slide from left.</p> <p>Ambulance image flies in from right, timed with audio <i>emergency situation</i>.</p> <p>Isabel gestures toward Ambulance image, timed with audio <i>emergency situation</i>.</p>
<b>Notes:</b>			

Slide [3.3]/ Menu Title: <i>Accounting of Disclosure</i>			Objective: [#] 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (1)</p> <p>Isabel (neutral or positive) stands aligned center of slide.</p> <p>Rectangle slightly smaller than the size of the card Isabel holds, so that it does not overlap her hands.</p> <p>Large rectangle of the same color for information on “backs” of cards.</p> <p>Custom Continue button.</p>	<p>[Accounting of Disclosure]</p> <p>(Isabel holding card which reads)</p> <hr/> <p>Legal</p> <hr/> <ul style="list-style-type: none"> <li>• DHEC</li> <li>• DSS</li> <li>• Attorneys</li> <li>• Law Enforcement</li> </ul> <hr/> <p>Illegal</p> <hr/> <ul style="list-style-type: none"> <li>• Giving information to the wrong person.</li> </ul>	<p>Accounting of Disclosure.</p> <p>The hospital has a database of incidents, both legal, and illegal, in which a patient’s protected health information has been released without the patient’s authorization.</p> <p>Click on each of the cards to see examples of legal, and illegal ways to release a patient’s protected health information.</p> <hr/> <p>Legal ways to release a patient’s protected health information include: DHEC, DSS, Attorneys, and Law Enforcement.</p> <hr/> <p>Illegal ways to release a patient’s protected health information include: giving information to the wrong person; faxing information to the</p>	<p>Isabel appears centered in the slide.</p> <p>Card reading “Legal” appears in Isabel’s hands, timed with audio <i>Click on each of the cards.”</i></p> <hr/> <p>When learner clicks on card “Legal,” blank card grows, using a “grow” animation, to fill most of the slide.</p> <hr/> <p>Text fades in showing <i>DHEC, DSS, Attorneys, and Law Enforcement</i>, timed with audio, respectively.</p> <hr/> <p>Learner clicks “Continue” to jump to next card.</p> <hr/> <p>Card from previous layer shrinks, using a “shrink” animation, and</p>



	<ul style="list-style-type: none"> <li>Faxing information to the wrong fax number.</li> <li>Sending information in an un-secure manner.</li> </ul>	wrong fax number; and sending information in an un-secure manner.	<p>disappears, revealing Isabel holding a card reading “Illegal.”</p> <hr/> <p>Learner clicks on “Illegal,”</p> <hr/> <p>When learner clicks on card “Illegal,” blank card grows, using a “grow” animation, to fill most of the slide.</p> <p>Text fades in showing <i>Giving information to the wrong person; faxing information to the wrong fax number; and sending information in an un-secure manner</i>, timed with audio, respectively.</p>
<b>Notes:</b>			

Slide [3.4]/ Menu Title: <i>Additional Information</i>			Objective: [#] 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (1)</p> <p>Large yellow rectangle aligned middle, to right of slide.</p> <p>Small, white text boxed centered within yellow rectangle.</p> <p>Isabel (neutral or positive) stands to left of rectangle.</p> <hr/> <p>White text box fills most of rectangle, to make room for text.</p>	<p>[Additional Information]</p> <hr/> <p>Immunization Records</p> <p>Immunization Records. Doctors can disclose proof of immunization to schools for individuals who are prospective students at the school without an authorization form being completed by the parent/guardian. This means parents/guardians can give permission to do this without having to sign an authorization form.</p> <hr/> <p>Genetic Information</p>	<p>Additional information about HIPAA privacy.</p> <hr/> <p>Click the yellow box to see the information on the back of each card.</p> <hr/> <p>Immunization Records. Doctors can disclose proof of immunization to schools for individuals who are prospective students at the school without an authorization form being completed by the parent or guardian. This means parents or guardians can give permission to do this without having to sign an authorization form.</p> <hr/> <p>Click the yellow box to see card two.</p> <hr/> <p>Genetic Information</p>	<p>Text reading “Immunization Records,” flies in from above, timed with audio: <i>Click the yellow box.</i></p> <hr/> <p>Isabel gestures toward yellow box, timed with audio: <i>Click the yellow box.</i></p> <hr/> <p>Isabel turns toward yellow box as audio begins.</p> <p>Yellow box spins, using “swivel” animation, to show its back side, timed with audio: <i>Immunization Records.</i></p> <hr/> <p>Text fades into yellow box as audio: <i>Doctors can disclose...</i> begins.</p>

	<p>Genetic information cannot be used for underwriting purposes by insurers.</p> <hr/> <p><i>Underwriting:</i> the process health plans use to determine what insurance coverage they offer and who they will cover.</p> <hr/> <p><i>Genetic information:</i> information about individual genetic tests.</p> <hr/> <p>Death</p> <hr/> <p>Information on deceased patients must be protected for 50 years after the date of death. A hospital can disclose information about the deceased to family members, those involved in the patient's care, or for payment for health care, prior to the individual's death. But, please consult with your hospital's privacy officer before disclosure.</p> <hr/>	<p>Genetic information cannot be used for underwriting purposes by insurers. Underwriting is the process health plans use to determine what insurance coverage they offer and who they will cover. Genetic information is information about individual genetic tests.</p> <hr/> <p>Death.</p> <hr/> <p>Information on deceased patients must continue to be protected for 50 years after the date of death. A hospital can disclose information about deceased patients to family members, those involved in the patient's care, or for payment for health care, prior to the individual's death. But, please consult with your hospital's privacy officer before disclosure.</p> <hr/> <p>Click Next to continue.</p>	<p>Yellow box spins, using "swivel" animation, to show a new card labeled "Genetic Information."</p> <hr/> <p>Yellow box spins, using "swivel" animation, to show its back side, timed with audio: <i>Genetic Information</i>.</p> <hr/> <p>Text fades into yellow box as audio: <i>Genetic information cannot be used...</i> begins.</p> <hr/> <p>Yellow box spins, using "swivel" animation, to show a new card labeled "Death."</p> <hr/> <p>Yellow box spins, using "swivel" animation, to show its back side, timed with audio: <i>Death</i>.</p> <hr/> <p>Text fades into yellow box as audio: <i>Information on deceased patients...</i> begins.</p>
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Slide [4.1]/ Menu Title: <i>Notices of Privacy Practices</i>			Objective: [#] 4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (1)</p> <p>Large rectangle, aligned middle, with a "People Signing Documents" image aligned center within the rectangle.</p> <p>Text reading <i>Notices of Privacy Practices Describe:</i> Centered inside rectangle, above "People Signing Documents" image.</p> <p>Isabel (neutral or positive) stands to right of rectangle.</p>	<p>[Privacy Practices]</p> <hr/> <p>Notices of Privacy Practices Describe</p> <hr/> <p>A health institution's duties with respect to privacy.</p> <hr/> <p>The ways patient information can be used and disclosed.</p> <hr/> <p>Ways patients can express concern about a health institution with regards to their privacy.</p>	<p>[Privacy Practices]</p> <p>Notices of Privacy Practices Describe:</p> <p>A health institution's duties with respect to privacy; ways patient information can be used and disclosed, and the ways patients can express concern about a health institution with regards to their privacy.</p> <p>Click Next to explore different scenarios regarding privacy practices.</p>	<p>The same rectangular shape as used in slide 1.4 and 2.3 drops down, using the same type of animation.</p> <p>Isabel gestures to blue rectangle timed with audio: <i>Notices of privacy practices describe</i>.</p> <hr/> <p>"People signing documents" photo wipes away with an exit animation.</p> <hr/> <p>A rectangle, the same size and location as the "People signing documents"</p>

Rectangular text box, filled in with palette color, exactly the same size and location as the “People Signing Documents.”			<p>photo, wipes in, containing text reading “A health institution’s duties with respect to patient privacy,” timed with audio.</p> <p>Rectangle wipes away with exit animation.</p> <hr/> <p>A rectangle, the same size and location as the “People signing documents” photo, wipes in, containing text reading “The ways patient information can be used and disclosed,” timed with audio.</p> <p>Rectangle wipes away with exit animation.</p> <hr/> <p>A rectangle, the same size and location as the “People signing documents” photo, wipes in, containing text reading “Ways patients can express concern about a health institution with regards to their privacy,” timed with audio.</p> <p>Isabel turns to face forward timed with audio: <i>Click Next to explore...</i></p>
<b>Notes:</b>			

Slide [4.2]/ Menu Title: <i>Scenario 1</i>			Objective: [#] 4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (1)</p> <p><u>Accordion</u></p> <p>Four tabs displaying the number 1, 2, 3, and 4 are shown vertically, and take up half, to 3/5 of the slide, leaving the</p>	<p>[Scenario 1]</p> <p><u>Tab 1</u></p> <p>Ensure that the patient completes an authorization form.</p> <p><u>Tab 2</u></p>	<p>A patient would like a release of their protected health information. Click each number to learn the steps you must take in order to release the patient’s health information.</p> <p><u>Tab 1</u></p>	<p>Isabel begins at right of slide, and, using a motion path, moves toward the accordion, timed with audio: <i>Click each number...</i></p> <p>Isabel disappears once learner clicks on the first panel.</p>

<p>remainder of the space for content to show within the accordion frame.</p> <p>Tabs are directly adjacent to one another, showing a “closed” accordion.</p> <p>Each tab is a different palette color, or shade.</p> <p>Tabs are shown within the slide border, and behind the slide titles and Previous button.</p> <p>Isabel (neutral) is shown at right of slide.</p> <hr/> <p>As learner clicks each tab, it will open, by sliding to the right of the screen, and aligning with the previous tab.</p> <p>Isabel is no longer shown.</p> <p>Text associated with each tab is shown, aligned middle, in the space not occupied by accordion tabs.</p>	<p>Verify the identity of the person to whom you are releasing the information.</p> <p><u>Tab 3</u></p> <p>Limit the amount of information used or disclosed to the least amount necessary</p> <p><u>Tab 4</u></p> <p>Patients may receive health information in the format they request. CDs, secure email, encrypted USB drive, and hardcopy, are all acceptable formats.</p>	<p>Ensure that the patient completes an authorization form.</p> <p><u>Tab 2</u></p> <p>Verify the identity of the person to whom you are releasing the information.</p> <p><u>Tab 3</u></p> <p>Limit the amount of information used or disclosed to the least amount necessary.</p> <p><u>Tab 4</u></p> <p>Patients may be given access to their health information in a format that they request. CDs, secure email, encrypted USB drive, and hardcopy, are all acceptable formats.</p>	<p><u>Accordion Interaction:</u></p> <p>Accordion showing 4 panels, labeled 1, 2, 3, and 4.</p> <p>When learner clicks each panel, that panel slides open, to the right, to reveal text, timed to voiceover audio.</p>
<b>Notes:</b>			

Slide [4.3]/ Menu Title: <i>Scenario 2</i>			Objective: [#] 4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (1)</p> <p>Large, horizontally elongated rectangle, filled in with a palette color, shown aligned center, and taking up most of the top half of the slide.</p> <p>“Stethoscope” image inside and aligned middle, right of rectangle, leaving ample space for text on the left.</p>	<p>[Scenario 2]</p> <p>A patient would like to request restrictions on the release and access of their protected health information. Click each card to learn what to do in this situation.</p> <hr/> <p>1. Document the request in the patient’s medical record.</p> <hr/>	<p>Scenario 2. A patient would like to request restrictions on the release and access of their protected health information. Click each picture to learn what to do in this situation.</p> <hr/> <p>Document the request in the patient’s medical record.</p> <hr/> <p>Ask the patient to complete the Restriction Request Form found on MyPal on the HIPAA information page.</p> <hr/>	<p>Text fades into card, timed with audio.</p> <p>Isabel gestures toward card, timed with audio: <i>Click on each picture...</i></p> <hr/> <p>Card flips or spins to reveal back side, in a different palette color, each time the learner clicks on the card.</p> <p>Audio begins after card animation ends.</p>

<p>Isabel (neutral and speaking) is shown from the shoulders, up, enlarged, and beneath the rectangle, aligned center with the “stethoscope” image.</p>	<p>2. Ask the patient to complete the <b>Restriction Request Form</b> found on <b>MyPal</b> on the HIPAA information page.</p>	<p>Submit the form to the Health Information Management (HIM) department to determine if the request can be accommodated. All restriction requests should be honored until the final decision has been made.</p>	
<p>Isabel (speaking) shown aligned center of slide, still cropped the same way, and beneath the elongated rectangle.</p> <p>Elongated rectangle filled in with a different palette color.</p> <p>“Typing” image replaces “stethoscope” image.</p>	<p>3. Submit the form to the <b>Health Information Management (HIM)</b> department to determine if the request can be accommodated. All restriction requests should be honored until the final decision has been made.</p>		
<p>Isabel (speaking or neutral) shown aligned center of slide, still cropped the same way, and beneath the elongated rectangle.</p> <p>“People signing documents” image replaces “typing” image.</p>			
<p>Isabel (speaking or neutral) shown aligned center of slide, still cropped the same way, and beneath the elongated rectangle.</p> <p>“Form submission” image replaces “people signing documents” image.</p>			
<b>Notes:</b>			

Slide [4.4]/ Menu Title: <i>Scenario 3</i>			Objective: [#] 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (1)</p> <p>Background (3), aligned middle, inset over Background (1), and occupying most of the slide.</p>	<p>[Scenario 3]</p> <p>Verify that the patient is listed in the patient directory.</p> <p>Limit information to location and general information.</p>	<p>Hmm. Someone has called to ask if Jane Doe is a patient in the hospital. Click the phone to find out how to handle this situation.</p> <p>(Caller) Good morning. Can you tell me if Jane Doe is a patient in this hospital?</p>	<p>Image of a doctor’s office enters using the same animation as used in slide 1.4 and 2.3.</p> <p>Isabel flies in from left, timed with audio: <i>Hmm</i>.</p>

<p>Isabel (neutral or positive) shown in front and to the left of Background (3).</p> <p>“Phone” image positioned so that it appears on the white screen shown within Background (3)</p> <hr/> <p>“Caller” image shown lower left corner of slide, partially overlapping Background (3).</p> <p>Isabel shown smaller, talking on the phone, and positioned within the frame of Background (3), such that she is proportional to her surroundings.</p> <p>A rectangular text box, filled in with a palette color, shown to the right of Isabel, covering the screen shown in Background (3)</p>		<p>(Isabel) First, I’ll need to verify that Jane Doe is listed in the patient directory.</p> <p>Okay. It looks like Jane Doe is a patient in this hospital. I can tell you which wing of the hospital she’s in, and some other general information, but anything more than that would be a violation of the hospital’s HIPAA policy.</p> <p>(Caller) I understand. Thank you.</p>	<p>Cell phone image appears timed with audio: <i>Click the phone...</i></p> <p>Cell phone image contains a hot spot.</p> <p>Isabel gestures toward phone, and moves toward phone, using a motion path, timed with audio: <i>Click the phone...</i></p> <hr/> <p>Isabel shrinks into the doctor’s office image, using a “shrink” animation disappears briefly, and reappears, growing, using a “grow” animation, until she is standing inside the doctor’s office, proportional to her surroundings. Isabel is now speaking on the phone.</p> <p>Caller image fades in to the lower left corner of the slide, timed with Isabel’s reappearance inside the doctor’s office image.</p> <p>Caller image glows timed each time the caller speaks.</p> <p>Text appears in square text box to Isabel’s right, timed with audio.</p> <p>Isabel is shown looking at a clip board, briefly between audio: <i>...patient directory</i>, and audio: <i>Okay, it looks like...</i></p> <p>Isabel returns to speaking on phone, timed with audio: <i>Okay, it looks like...</i></p>
<b>Notes:</b>			

Slide [4.5]/ Menu Title: <i>Knowledge Check</i>		Objective: [#] 3	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Background (2)</p> <p>Horizontally elongated rectangular text box, filled in with a palette color, shown upper left of slide, below slide title.</p> <p>Custom True and False buttons shown below text box.</p> <p>Isabel (neutral or positive) stands to the right of the text box.</p> <hr/> <p><u>Correct Layer</u></p> <p>“Optional Audio Icon” shown in upper right corner of slide.</p> <p>True button is hidden.</p> <p>Isabel (positive) stands to right of text box.</p> <p>“Correct” text shown in text box.</p> <hr/> <p><u>Incorrect Layer</u></p> <p>“Optional Audio Icon” shown in upper right corner of slide.</p> <p>False button is hidden.</p> <p>Isabel (negative) stands to right of text box.</p> <p>“Incorrect” text shown in text box.</p>	<p>[Knowledge Check]</p> <p>A patient requests restrictions on the release of their health information. While you await authorization of these restrictions from the Health Information Management Department, you may feel free to share the patient’s information with whomever you please.</p> <hr/> <p><u>Correct Layer</u></p> <p>That’s right. You may only share a patient’s protected health information in an emergency, or with the patient’s written permission. Even then, you must limit the information you share, and take care to share it in a secure manner.</p> <hr/> <p><u>Incorrect Layer</u></p> <p>Incorrect. You may only share a patient’s protected health information in an emergency, or with the patient’s written permission. Even then, you must limit the information you share, and take care to share it in a secure manner.</p>	<p>Let’s try another knowledge check.</p> <p>A patient requests restrictions on the release of their health information. While you await authorization of these restrictions from the Health Information Management Department, you may feel free to share the patient’s information with whomever you please. Select True, or False.</p> <hr/> <p><u>Correct Layer</u></p> <p>That’s right. You may only share a patient’s protected health information in an emergency, or with the patient’s written permission. Even then, you must limit the information you share, and take care to share it in a secure manner.</p> <hr/> <p><u>Incorrect Layer</u></p> <p>Incorrect. You may only share a patient’s protected health information in an emergency, or with the patient’s written permission. Even then, you must limit the information you share, and take care to share it in a secure manner.</p>	<p>Isabel gestures toward blue rectangle timed with audio: <i>A patient requests restrictions...</i></p> <p>Text fades into blue box timed with audio: <i>A patient requests restrictions...</i></p> <p>True and False buttons fade in, timed with audio: <i>Select true, or false.</i></p> <p>Audio only plays in Correct / Incorrect layers if the learner clicks on the “audio” icon.</p>
<p><b>Notes:</b></p>			

Slide [5.1]/ Menu Title: <i>Assessment</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background (1)	<p>[Assessment]</p> <p>The following are five questions related to the HIPAA privacy topics</p>	<p>Assessment.</p> <p>The following are five questions related to the HIPAA privacy topics covered in this</p>	<p>Phrases or sentences of text fade into the yellow box, timed with the audio.</p>

<p>Large rectangular text box shown at right of slide, aligned middle.</p> <p>Isabel (neutral, or positive) stands to left of text box.</p> <p><b>No Previous button on any of the Assessment slides.</b></p>	<p>covered in this course. You need a score of at least 80%, 4 out of 5 questions answered correctly, in order to pass this course. You may retake the assessment until you achieve a passing score.</p>	<p>course. You need a score of at least 80%, 4 out of 5 questions answered correctly, in order to pass this course. You may retake the assessment until you achieve a passing score.</p> <p>Click Next when you are ready to begin.</p>	<p>Isabel gestures toward yellow box timed with audio: <i>Click Next when you are ready to begin.</i></p>
<b>Notes:</b>			

Slide [5.2]			Objective: [#]1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (2)</p> <p>Same text box as used in slide 5.1 shown enlarged to occupy most of the screen.</p> <p>Assessment question text shown above the text box.</p> <p>“Multiple response” graded interaction questions shown inside text box.</p> <p>Submit button, lower right corner of slide.</p> <p>“Optional Audio Icon” shown in upper right corner of slide.</p>	<p>[1]</p> <p><b>Which of the following are examples of HIPAA violations?</b></p> <ul style="list-style-type: none"> <li>o Talking about a patient’s private health information in public locations.</li> <li>o Talking with a patient about their health in private.</li> <li>o Leaving a patient’s health related documents out on top of your desk.</li> <li>o Asking a patient for their permission before discussing their health in front of a visitor or companion.</li> <li>o Sharing a patient’s health information with a family member without the patient’s authorization.</li> </ul>	<p>[optional audio]</p> <p>Which of the following are examples of HIPAA violations?</p> <p>Talking about a patient’s private health information in public locations.</p> <p>Talking with a patient about their health in private.</p> <p>Leaving a patient’s health related documents out on top of your desk.</p> <p>Asking a patient for their permission before discussing their health in front of a visitor or companion.</p> <p>Sharing a patient’s health information with a family member without the patient’s authorization.</p>	<p>“Multiple Response” graded question interaction.</p> <p>Audio only plays if learner clicks the “audio” icon.</p>
<b>Notes:</b>			



Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (2)</p> <p>Submit button, lower right corner of slide.</p> <p>“Optional Audio Icon” shown in upper right corner of slide.</p> <p>Same text box as used in slide 5.1 shown enlarged to occupy most of the screen.</p> <p>Assessment question text shown above the text box.</p> <p>True / False shown inside text box.</p>	<p>[2]</p> <p><b>A patient requests the release of their health information. They must first complete an authorization form.</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> True</li> <li><input type="radio"/> False</li> </ul>	<p>[optional audio]</p> <p>A patient requests the release of their health information. They must first complete an authorization form.</p> <p>Select True or False.</p>	<p>“True / False” graded question interaction.</p> <p>Audio only plays if learner clicks the “audio” icon.</p>
<b>Notes:</b>			

Slide [5.4]/ Objective: [#]3			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (2)</p> <p>Submit button, lower right corner of slide.</p> <p>“Optional Audio Icon” shown in upper right corner of slide.</p> <p>Same text box as used in slide 5.1 shown enlarged to occupy most of the screen.</p> <p>Assessment question text shown above text box.</p>	<p>[3]</p> <p><b>Select the correct response to each prompt on the left from the drop-down menu on the right.</b></p> <ol style="list-style-type: none"> <li>1. Documents doctors may share with schools without an authorization form completed by parents or guardians.</li> </ol> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Immunization Records</li> </ul>	<p>[optional audio]</p> <p>Select the correct response to each prompt on the left from the drop-down menu on the right.</p> <p>One. Documents doctors may share with schools without an authorization form completed by parents or guardians.</p> <p>Two. Information that can not be used by insurers for underwriting purposes.</p> <p>Three. Situations, such as emergencies, in which a patient’s health information may be released in an un-secure manner.</p>	<p>“Matching Drop-down” graded response interaction.</p> <p>Audio only plays if learner clicks the “audio” icon.</p>

“Matching Drop-down” graded response interaction shown inside text box.	<p>2. Information that can not be used by insurers for underwriting purposes.</p> <ul style="list-style-type: none"> <li>● Genetic Information</li> </ul> <p>3. Situations, such as emergencies, in which a patient’s health information may be released in an un-secure manner.</p> <ul style="list-style-type: none"> <li>● Incidental Disclosures</li> </ul>	<p>The options in each drop-down menu are:</p> <p>Incidental disclosures, genetic information, immunization records.</p>	
<b>Notes:</b>			

Slide [5.5]/			Objective: [#]4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (2)</p> <p>Submit button, lower right corner of slide.</p> <p>“Optional Audio Icon” shown in upper right corner of slide.</p> <p>Assessment question text shown above “Sequence Drag-and-drop” interaction.</p> <p>“Sequence Drag-and-drop” graded response interaction, with 3 options, shown aligned middle of slide.</p>	<p>[4]</p> <p><b>A patient would like to request restrictions on the release of, and access to their protected health information. <u>Drag and drop</u> to put the required steps in the correct order.</b></p> <ul style="list-style-type: none"> <li>o Document the request in the patient’s medical record.</li> <li>o Ask the patient to complete the Restriction Request Form.</li> <li>o Submit the Form to Health Information Management (HIM)</li> </ul>	<p>[optional audio]</p> <p>A patient would like to request restrictions on the release of, and access to their protected health information. <u>Drag and drop</u> to put the required steps in the correct order.</p> <p>The options listed are:</p> <p>Document the request in the patient’s medical record.</p> <p>Ask the patient to complete the Restriction Request Form, and</p> <p>Submit the Form to Health Information Management (HIM).</p>	<p>“Sequence Drag-and-drop” graded response interaction.</p> <p>Audio only plays if learner clicks the “audio” icon.</p>
<b>Notes:</b>			

Slide [5.6]/		Objective: [#]2	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (2)</p> <p>Submit button, lower right corner of slide.</p> <p>“Optional Audio Icon” shown in upper right corner of slide.</p> <p>Assessment question text shown above 6 small text boxes.</p> <p>6 small text boxes, using the same design as used in slide 5.1, shown evenly spaced, in two rows of 3.</p> <p>Each text box contains one response option.</p> <p>Each text box has a “visited” state.</p>	<p>[5]</p> <p><b>Click on every card that shows a <u>legal</u> way to release a patient’s protected health information.</b></p> <ul style="list-style-type: none"> <li>o Release to DHEC</li> <li>o Release to Attorneys</li> <li>o Give patient health information to the wrong person.</li> <li>o Release to DSS</li> <li>o Send patient information in an un-secure manner.</li> <li>o Release to Law Enforcement.</li> </ul>	<p>[optional audio]</p> <p>Click on every card that shows a legal way to release a patient’s protected health information.</p> <p>The options are:</p> <p>Release to DHEC,</p> <p>Release to Attorneys,</p> <p>Give patient health information to the wrong person,</p> <p>Release to DSS,</p> <p>Send patient information in an un-secure manner, and</p> <p>Release to Law Enforcement.</p>	<p>“Pick Many” graded freeform question interaction.</p> <p>Card glows or changes color when clicked.</p> <p>Audio only plays if learner clicks the “audio” icon.</p>
<b>Notes:</b>			

Slide [5.7]/ Menu Title: <i>Assessment</i>		Objective: [#]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (2)</p> <hr/> <p><u>Success</u></p> <p>Isabel (cheering or positive), aligned slide center.</p> <p>Box containing the learner’s score shown to left of Isabel.</p>	<p>[Results]</p>	<p><u>Success</u></p> <p>Great work! You have passed the assessment. Click Review to review your answers. Click Next to continue to the summary.</p> <hr/> <p><u>Failure</u></p> <p>Good effort, but you did not pass the assessment. Click Review to review the</p>	<p><u>Success</u></p> <p>Isabel shown “cheering,” timed with audio: <i>Great work!</i></p> <p>Isabel shown facing forward timed with audio: <i>You have passed the assessment.</i></p> <p>Isabel gestures left timed with audio: <i>Click review...</i></p>

<p>Small “Review” button shown beneath score box.</p> <p>Next button, lower right of slide.</p> <hr/> <p><u>Failure</u></p> <p>Isabel (negative) aligned slide center.</p> <p>Box containing the learner’s score shown to left of Isabel.</p> <p>Small “Review” button shown beneath score box.</p> <p>“Retry” button, formatted exactly like “Review” button, shown to Isabel’s right, aligned horizontally with “Review” button.</p>		<p>assessment before you try again, or click Retry to start over without reviewing.</p>	<p>Isabel gestures right, toward Next button timed with audio: <i>Click next...</i></p> <hr/> <p><u>Failure</u></p> <p>Isabel shown looking disappointed or negative timed with audio: <i>Good effort, but...</i></p> <p>Isabel gestures left timed with audio: <i>Click review...</i></p> <p>Isabel gestures right, toward Next button timed with audio: <i>Click Retry...</i></p>
<b>Notes:</b>			

Slide [6.1]/ Menu Title: <i>Summary and Conclusion</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (1)</p> <p>Large rectangle, filled in with a palette color, occupies most of the slide.</p> <p>Isabel (positive, or neutral) stands at slide left, in front of the rectangle.</p> <p>All slide text is shown, or appears within the box.</p>	<p>[Summary]</p> <p>The goals of this training were to help you:</p> <ol style="list-style-type: none"> <li>1. Identify HIPAA regulations, and learn how they apply in various situations.</li> <li>2. Apply appropriate precautionary measures to ensure patient privacy by following protocol.</li> <li>3. Interpret various scenarios to determine the best course of</li> </ol>	<p>Summary.</p> <p>The goals of this training were to:</p> <p>Identify HIPAA regulations and learn how they apply in various situations.</p> <p>Apply appropriate precautionary measures to ensure patient privacy by following protocol.</p> <p>Interpret various scenarios to determine the best course of action per the patient’s privacy rights and best-interests.</p>	<p>Text fades into rectangle timed with audio, beginning with: <i>Identify HIPAA regulations...</i></p> <p>Each numbered goal shown individually on the screen.</p> <p>Isabel gestures toward text timed with audio: <i>Identify HIPAA regulations...</i></p>

	<p>action per the patient's privacy rights and best-interests.</p> <p>4. Demonstrate best practices for handling patient health information.</p> <p>5. Recognize legal ways to handle patient health information, as well as the consequences for not handling this information securely.</p>	<p>Demonstrate best practices for handling patient health information.</p> <p>Recognize legal ways to handle patient health information, as well as the consequences for not handling this information securely.</p>	
<b>Notes:</b>			

Slide [6.2]/		Objective: [#]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background (1)</p> <p>Isabel (cheering) is cropped similarly as to slide 4.3, and aligned center at the bottom of the slide.</p> <p><i>Congratulations</i>, in large yellow (#FBFF00) text.</p> <p><i>You have completed your HIPAA privacy training</i>, in a smaller font, and same yellow color.</p> <p>Custom Exit button.</p>	<p>Congratulations!</p> <p>You have completed your HIPAA privacy training.</p>	<p>Congratulations! You have completed your HIPAA privacy training.</p> <p>Click Exit to leave this training.</p>	
<b>Notes:</b>			