

HIPAA Compliance Training - Design Document

<i>Business Purpose</i>	<ul style="list-style-type: none"> • Violation of HIPAA privacy practices can result in heavy fines and prison terms. This training aims to decrease the number of HIPAA violations that occur at Hospital X by 50%. To do so, this course will describe HIPAA privacy policy and provide opportunities for the learner to practice responding to situations that commonly lead to HIPAA violations. • The most common HIPAA violation is failure to ensure patient privacy and to protect personal health information (PHI). This training will increase patient privacy and protection of PHI by outlining the protocols that are in place to do so. • To increase the awareness of Hospital X's Notice of Privacy Policies, which describes the responsibilities of healthcare workers with respect to HIPAA.
<i>Target Audience</i>	<ul style="list-style-type: none"> • Current and new employees of Hospital X who work with personal health information.
<i>Training Time</i>	<ul style="list-style-type: none"> • 20-30 minutes
<i>Training Recommendation</i>	<ul style="list-style-type: none"> • One e-Learning course as part of the onboarding process for new employees, and part of a yearly refresher course for current employees of Hospital X. • An asynchronous, e-Learning course is the most appropriate modality given the large number of employees at Hospital X who work with PHI. In addition, employees requiring the training have different daily and weekly schedules, making synchronous training difficult. • This e-Learning will follow a host character who is a health care worker at the hospital. • This employee will provide information to the learner on how to keep patient information secure and will encounter various situations in which HIPAA regulations need to be remembered and/or applied.
<i>Deliverables</i>	<ul style="list-style-type: none"> • Design Document • Storyboard • One eLearning course developed in Articulate Storyline with voice-over narration • Job Aid with steps to follow to fulfill requests
<i>Learning Objectives</i>	<ul style="list-style-type: none"> • After the training, the learner will be able to: <ul style="list-style-type: none"> ○ Define the HIPAA privacy rule. ○ Identify examples of personal health information (PHI). ○ Describe how to keep PHI secure. ○ Outline Hospital X's Notice of Privacy Practices with regards to the protection of health information as outlined in its Notice of Privacy Practices.

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	<ul style="list-style-type: none">○ Describe proper procedures for requests for medical records and non-disclosure in accordance with the HIPAA privacy rule.
<i>Training Outline</i>	<ul style="list-style-type: none">● Title slide to welcome the learner.● Navigation tutorial.● Learning objectives.● Introduction scenario in a hospital setting involving the host character.● HIPAA privacy rule defined, and examples of personal health information (PHI) provided.● How to ensure the security of PHI is outlined.● Hospital X's Notice of Privacy Policies is described.● Scenario with host character involving procedures for release of medical records and requests for non-disclosure. Scenario will involve the learner aiding the host character with decisions regarding these procedures.● Summary for learner to review what was covered with opportunity to revisit slides as needed.● Final assessment:<ul style="list-style-type: none">○ 5 - 6 questions.○ Score equal to or greater than 80% required to complete the course.○ Opportunity to review the assessment if scored less than an 80%.○ As many attempts as needed to earn the required score.
<i>Evaluation Plan</i>	<ul style="list-style-type: none">● Mid-training knowledge check (2 – 3 questions).● Final 5 question assessment with required passing score.