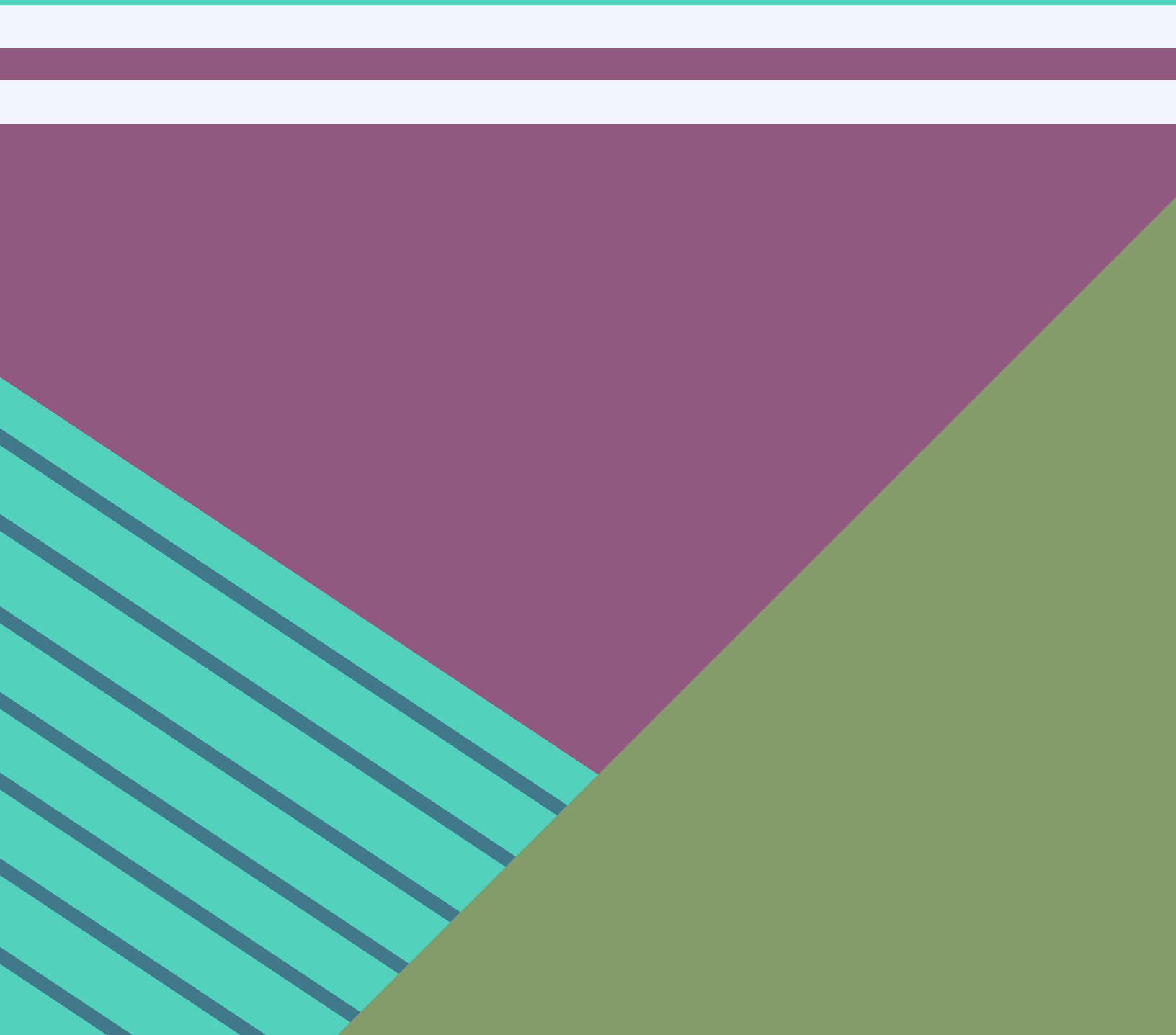


INSTRUCTIONAL DESIGN DOCUMENT

Monique Fradieu

HIPAA Privacy e-Learning Project



Project Context:

Course Purpose

The purpose of this course is to provide an overview of HIPAA Privacy for newly-hired employees of the medical clinic. It will also be a refresher course for existing employees of the medical clinic. Successful completion of this course is expected to ensure that the medical clinic has fewer than three HIPAA complaints each year.

End Objectives

- Learners will be able to identify ways to protect a patient's protected health information (PHI) with at least 90% proficiency.
- Learners will be able to determine whether the facts of a given situation constitute a HIPAA violation with at least 80% proficiency.

Project Requirements:

- Cost: \$2,700
- Timelines: Project to be completed within 3 weeks
- Standards: Course must be SCORM-compliant and mobile-device friendly

Learning Requirements:

Audience profile

The target audience consists of professional and support staff of the medical clinic who have varying degrees of experience in their fields. The audience consists of both men and women between 18 and 65 years of age.



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60% of the audience members surveyed indicated that they have taken at least one online course previously. 84% of the audience members indicated that they are very comfortable using technology.

Learning environment

This course will be delivered as a 100% online course. It will be created in Articulate Storyline 360 and delivered via the medical clinic's LMS. It will be accessible via desktop, laptop, tablet, and mobile device. The course will take approximately 45 minutes to complete.

Course Objectives:

Learning outcomes

- Summarize the purpose and function of a Notice of Privacy Practices.
- Identify penalties for violating HIPAA.
- List 3 ways to protect a patient's PHI.
- Analyze a HIPAA Privacy scenario.
- Identify categories and examples of PHI.

Performance goals

- Given a drag and drop activity, the learner will be able to identify examples of protected health information (PHI) with at least 100% accuracy.
- Given a scenario, the learner will be able to determine whether a set of facts represents a violation of HIPAA with at least 80% proficiency.
- Given a digital chalkboard, students will list 3 ways to protect a patient's PHI with 100% accuracy.



Instructional Strategy:

Presentation patterns

This training will begin by engaging the learners with an introductory scenario, which will also determine what prior knowledge, if any, the learner has about HIPAA rules and rule violations. After each content piece is presented, learners will complete a formative assessment question. Finally, learners will be given summative assessment questions/activities to assess their learning of this course.

Media strategy

The course will be created in Articulate Storyline 360 and will include object and text animation, text-to-speech audio, and drag and drop and pick many interactions in order to keep the learner engaged.

Assessment Strategy:

This training will contain both a formative and summative assessment. The formative assessment will consist of slide interactions that will assess whether learners have understood the content. The learner will not be allowed to move on until they have mastered this content. The summative assessment will consist of 4 knowledge check questions, 1 digital chalkboard activity, and a learner survey that will allow the learners to assess their own learning.

Formative Assessment Questions

1. Click the tab of each file folder to drag and drop each file folder onto the correct file cabinet. (NOTE: Each file folder is either an example or category of PHI. One file cabinet is for Categories of PHI, and the other file cabinet is for Examples of PHI.)
2. Has Josh violated HIPAA? Josh works as a medical assistant at Mayfield Clinic. He runs into one of his neighbors, Cara, on his way home from the clinic. Read the scenario below, and then choose the correct response.



Summative Assessment Questions

1. It is okay to speak freely in front of a visitor and/or patient's family member without first consulting the patient.
 - a. True
 - b. False

2. Which of the following locations are considered to be NOT secure with regard to spoken PHI? (Click all of the correct objects.)
 - Object 1 - picture of hospital cafeteria
 - Object 2 - picture of operating room
 - Object 3 - picture of people in an elevator
 - Object 4 - picture of hospital waiting room

3. A Notice of Privacy Practices (NPP) describes which of the following?
 - a. The medical facility's duties with respect to the notice
 - b. Ways the medical facility can use and disclose patient information
 - c. Ways patients can complain about the medical facility and/or its members
 - d. All of these

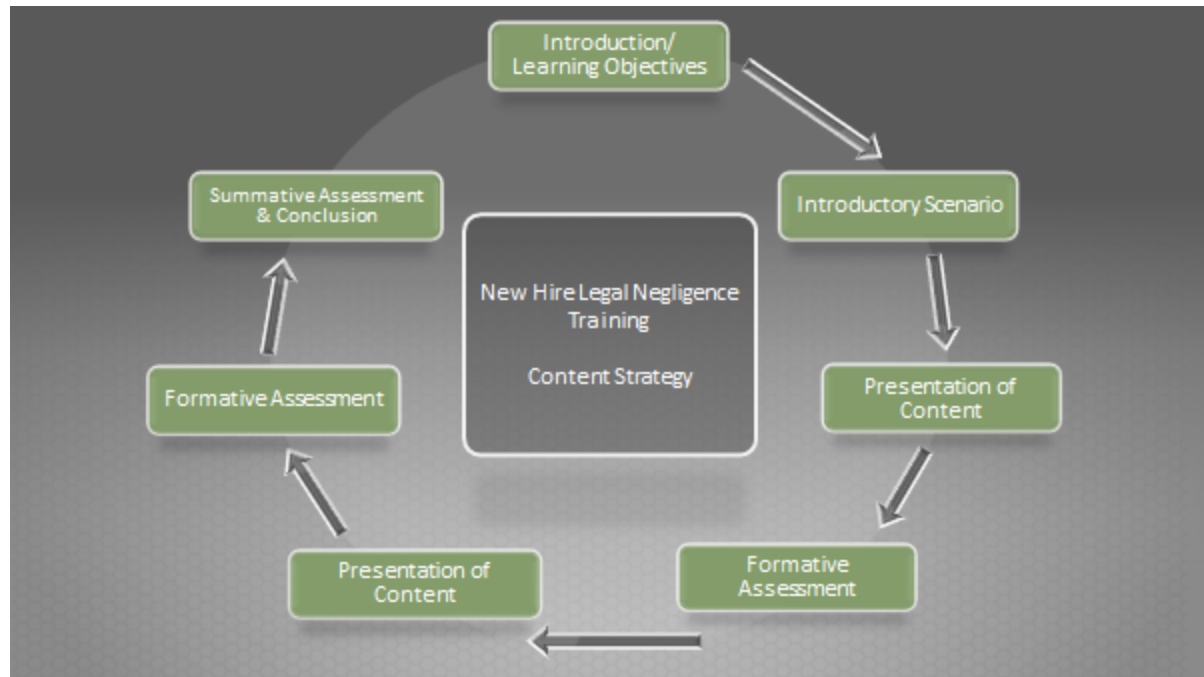
4. Which of the following is NOT TRUE about the penalties for violating HIPAA?
 - a. Your health care facility can be sued, but you cannot be sued as an individual.
 - b. You can be sued individually under state law.
 - c. You can be fined up to \$250,000.
 - d. You can receive jail time up to 10 years.

5. Describe 3 ways to protect a patient's PHI in the space provided on the digital chalkboard.



Course Format Or Structure:

This course consists of 1 module with 30 slides. The content strategy is shown in the diagram below.



Development Tools:

The training will be created using Articulate Storyline 360.



Project Sign-off Sheet	
Project Name: HIPAA Privacy E-Learning Course Project	Project Manager: Monique Fradieu
Start Date: 3/15/2021	Completion Date: 4/5/2021
Project Duration: Three weeks	Client Community Medical Clinic (Case Study/ Personal Portfolio Project)
Project Goal(s): Decrease the number of HIPAA complaints to fewer than 3 per year.	
Project Deliverable(s) One 45-minute e-learning course created in Articulate Storyline 360.	
By signing this document, I acknowledge that I have delivered all agreed upon deliverables at the agreed upon quality level.	By signing this document, I acknowledge that I have received all agreed upon deliverables at the agreed upon quality level.
Project Manager Name and Signature:	Client Name and Signature:
Date:	Date:

