

# HIPAA Privacy Design Document

<b>Business Purpose</b>	<p>Mercy Medical is a teaching hospital that accepts residents who are in various stages of their learning journey. The HIPAA Act of 1996 protects patients and their information. Intern residents, vocational nurses, certified nursing assistants, and medical assistants who are beginning their journey at Mercy Medical, need to be aware of what information is protected and where, when, and how to approach patient confidentiality. It is the responsibility of the hospital and staff to protect patient health information and be sure the employees of the hospital are up to date on the information they need to protect. This course serves as a way to ensure all new staff members are aware of their responsibility as part of Mercy Medical.</p>
<b>Target Audience</b>	<p>The target audience includes</p> <ul style="list-style-type: none"><li>● Intern residents</li><li>● vocational nurses</li><li>● certified nursing assistants</li><li>● medical assistants</li><li>● as well as anyone who is new to Mercy Medical Hospital</li></ul> <p>It is the hospital's responsibility to protect the rights of our patients and in doing so, want to make sure the information is presented to anyone who has access to patients.</p>
<b>Training Time</b>	30 minutes
<b>Training Recommendations</b>	<ul style="list-style-type: none"><li>● Due to the fact that hiring and staff rotations happen often, an eLearning course is recommended.</li><li>● 1 eLearning course</li><li>● Course will have 3 scenarios where new medical personnel will be tasked with:<ul style="list-style-type: none"><li>○ deciding the best course of action when deciding how to handle patient information</li><li>○ deciding how to handle patient requests regarding their personal information.</li><li>○ deciding what patient information can be released and to whom.</li></ul></li><li>● The avatar will provide helpful tips and reminders throughout the course.</li><li>● Final evaluation</li></ul>
<b>Deliverables</b>	<ul style="list-style-type: none"><li>● 1 eLearning course<ul style="list-style-type: none"><li>○ Storyboard</li><li>○ Developed in Articulate Storyline</li><li>○ Includes voice-over narration</li><li>○ Includes two hospital scenarios</li><li>○ Includes three virtual human avatars</li><li>○ Final Evaluation</li></ul></li></ul>

<b>Learning Objectives</b>	<p>By the end of this course, you will be able to</p> <ul style="list-style-type: none"> <li>● Identify patient information that is protected under HIPAA</li> <li>● Choose how to protect patient health information according to HIPAA regulations.</li> <li>● Identify patients' rights as it relates to protected health information.</li> </ul>
<b>Training Outline</b>	<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>● Welcome</li> <li>● Navigation</li> <li>● Introduction to HIPAA</li> <li>● Objectives</li> </ul> <p><b>Topic: Introduction to PHI (Protected Health Information)</b></p> <ul style="list-style-type: none"> <li>● What is PHI?</li> <li>● What information is protected</li> <li>● KC-Sorting PHI</li> </ul> <p><b>Topic: Protecting Patient Health Information</b></p> <ul style="list-style-type: none"> <li>● Where conversations can happen</li> <li>● How to best protect Patient health information</li> <li>● What information can be shared</li> <li>● How information can be shared</li> <li>● KC - Scenario - best response to patient questions</li> </ul> <p><b>Topic: Patient's rights</b></p> <ul style="list-style-type: none"> <li>● Privacy practices</li> <li>● Patient control over their PHI</li> <li>● Who/when/what information can be shared.</li> <li>● KC - Scenario - question regarding release of patient information.</li> </ul>
<b>Assessment Plan</b>	<p>80% passing on eLearning module assessment of 5 multiple choice questions</p>