

HIPAA Privacy - Storyboard (Final) for Review

Target Audience: The primary target audience is new hires and current employees to X Health. This would include both full-time and part-time employees.

Learning Objectives: [make however many are applicable]

1. Recognize HIPAA Regulations.
2. List precautions to protect information.
3. Identify how to handle patient information.
4. Indicate certain patient's rights as it relates to protected health information.

Seat Time: 30 – 35 minutes to work through the various scenarios and review specific steps for HIPAA compliance.

Outline:

- Course Intro / Navigation / Objectives
- HIPAA Definition
- Patient Health Information
- Scenarios involving PHI
- Knowledge Check
- Situations and Violations involving PHI
- Assessment
- Summary
- Congratulations

Directions: Reviewers can place comments in the row at the bottom of each slide table.

Module Resources/References: [include links or titles of attachments that will go in the Resources tab]

Font:

Roboto Medium (Headings)

Open Sans (Body)

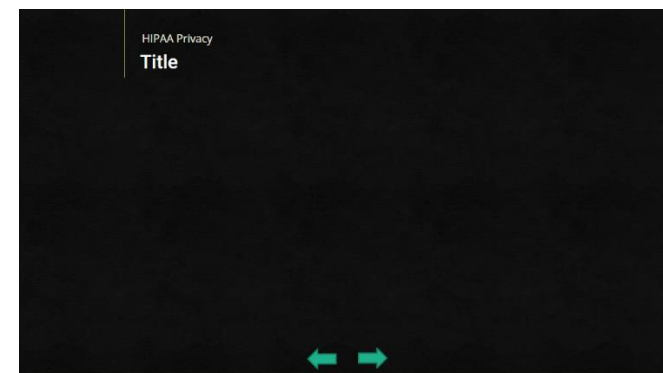
Color pallet:



Avatar:

Isabell – doctor in white lab coat

Layout, background, custom navigation buttons and titles:



Slide 1.1 Menu Title: <i>Welcome</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image: Photographic image of employee welcoming a person (stock image)</p> <p>Title is placed in the center left of the slide with a white bar placed below all caps title beginning at H and ending at the first A (four letters long)</p> <p>Custom oval green (theme) Start and Navigation buttons</p>	<p>[Slide Title] Welcome to HIPAA PRIVACY</p> <p>Welcome to X Health! As an employ Welcome to X Health! As an employee of X Health, you must have a good understanding of HIPAA Privacy. This course will familiarize you with many of the HIPAA Privacy policies that we must follow.ee of X Health, you must have a good understanding of HIPAA Privacy. This course will familiarize you with many of the HIPAA Privacy policies that we must follow.</p> <p>[Buttons] START NAVIGATION</p>	<p>Welcome to X health. As an employee of X Health, you must have a good understanding of HIPAA privacy. This course will familiarize you with many of the HIPAA privacy policies that we must follow. If you would like to review how to navigate this course, click on the navigate button. If you are ready to get started now, click on the start button.</p>	<p>Buttons appear at the time they are mentioned in the VO</p>
Notes:			

Slide 1.2 Menu Title: <i>Instructions for Navigation</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Custom layout - black</p>	<p>[Slide Title] HIPAA PRIVACY Instructions For Navigation</p>	<p>These arrow buttons will be on each slide to use to go from slide to slide. To move forward in the course, click on</p>	

<p>Isabell in smiling pose in center Text boxes with related buttons Player buttons are indicated with arrows and textboxes: Play/Pause, Replay and Volume Buttons are inactive, but are described in textbox: Arrow forward Arrow backward Menu Bar Submit Answers Checkmark in a circle Start</p>	<p>Click on the arrow pointing right to move to the next slide. Click on the arrow pointing left to move to the previous slide. Use the menu bar on the left to go to any slide within the learning content. This does not work for Quiz Questions. Click on the circle with a checkmark to submit answers to questions. Click on the START button when you are ready to begin the course. [Buttons] Arrow forward Arrow backward Menu Bar Submit Answers Checkmark in a circle Start</p>	<p>the Green Arrow located at the bottom pointing to the right. to move to the previous slide, click on the green arrow pointing left. if you would like to go to a specific slide, use the menu on the left to select a slide. For knowledge checks and quiz questions click on the check mark to submit your answer. click on the start button when you are ready to begin.</p>	<p>Show layer 1.2a before the base layer. Buttons and text for buttons are synced with the VO.</p>
<p>Notes: Due to some changes from Alpha and Beta, the base layer does not show first in the timing of the slide. 1.2a will appear first and then the base layer.</p>			
<p>Slide 1.2a Menu Title: <i>Instructions for Navigation</i></p>			<p>Objective: [#]</p>
<p>Visual / Display:</p>	<p>Slide Text:</p>	<p>Narration / Voiceover:</p>	<p>Animation / Interaction:</p>
<p>Background: Base layer shows Isabell in smiling pose in center Shows from base layer.</p>	<p>[Slide Title] HIPAA PRIVACY Instructions For Navigation [Buttons] None</p>	<p>To navigate this course, you will use several buttons. Below is the button to pause or play the slide you are on. At the bottom right is the button to replay this slide as well as a button to adjust the audio volume.</p>	

Callout Textboxes pointing to player window: Play/Pause Replay Audio Volume	Play/Pause Replay Audio Volume		
Notes: Due to some changes from Alpha and Beta, the base layer does not show first in the timing of the slide. 1.2a will appear first and then the base layer.			

Slide 1.3 Menu Title: <i>Course Objectives</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Photographic image of medical lab setting full background picture (stock image) Title layout as in template Objectives in a top to bottom list on the right side of slide Custom Navigation Arrows	[Slide Title] HIPAA PRIVACY Course Objectives After you complete this course, you will be able to: <ol style="list-style-type: none"> 1. recognize HIPAA regulations. 2. list precautions to protect information. 3. identify how to handle patient information. 4. and indicate certain patients' rights as it relates to protected health information. [Buttons] Custom Navigation Arrows	When you complete this course, you will be able to: <ol style="list-style-type: none"> 1. recognize HIPAA regulations. 2. list precautions to protect information. 3. identify how to handle patient information. 4. and indicate certain patients' rights as it relates to protected health information. 	Emphasis animation on each object as it is mentioned in VO Next arrow appears when slide audio is completed
Notes:			

Slide 1.4 Menu Title: <i>What Is HIPAA?</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Photographic image of Medical IV bag stand (stock photo)</p> <p>Title layout as in template</p> <p>Circle with light blue theme fill with another line only circle. What is HIPAA? Text in blue circle</p> <p>HIPAA definition in a rectangle with soft edges and dark blue theme color.</p> <p>Text is in white.</p> <p>Custom Navigation Arrows</p>	<p>[Slide Title] HIPAA PRIVACY</p> <p>What is HIPAA?</p> <p>HIPAA is an acronym for the Health Insurance Portability and Accountability Act of 1996. It is a federal law that requires the creation of national standards to protect sensitive Patient Health Information (PHI) from being disclosed without the patient's consent or knowledge.</p> <p>[Buttons] Custom Navigation Arrows</p>	<p>What is HIPAA? HIPAA is an acronym for the Health Insurance Portability and Accountability Act of 1996. It is a federal law that requires the creation of national standards to protect sensitive Patient Health Information (PHI) from being disclosed without the patient's consent or knowledge.</p>	<p>Grow animation for What is? group of circles and HIPAA definition rectangle group.</p> <p>Navigation button to continue appears when VO is completed</p>
Notes:			

Slide 1.5 Menu Title: <i>Patient Health Info (PHI)</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Black</p> <p>Title layout as in template</p> <p>1/3 of right side is photographic image of doctor and patient (stock photo)</p>	<p>[Slide Title] HIPAA PRIVACY</p> <p>Patient Health Information (PHI)</p> <p>Patient Health Information also may be found on off-site campuses. This information includes, but is not limited to:</p>	<p>Patient Health Information also may be found on off-site campuses. This information includes, but is not limited to:</p> <ul style="list-style-type: none"> • Patient demographics include patients name address social security number date of birth and other identifying information. 	<p>Itemized PHI items appear as mentioned in VO</p>

<p>Each item in PHI list has an icon on a dark gray circle that represents the PHI item.</p> <p>Custom Navigation Arrows</p>	<p>Patient Demographics (name, address, Social Security Number, date of birth, etc.) Billing Statements Beneficiary Data Claims Data Medical Records</p> <p>[Buttons] Custom Navigation Arrows</p>	<ul style="list-style-type: none"> • Billing statements not only include medical costs but could also include details about specific procedures for the patient. Sometimes beneficiary information is also available. • Insurance claims data is similar to billing information. • A patient's medical records can have substantial information regarding the current medical needs as well as a long history of medical procedures. 	
<p>Notes:</p>			

Slide 1.6 Menu Title: <i>Patient Privacy at work</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Black Title layout as in template</p> <p>Custom Navigation Arrows</p> <p>Photographic image of two people walking in an office atrium (stock photo)</p> <p>3 photographic images of specific settings spaced across the center</p>	<p>[Slide Title] HIPAA PRIVACY Protecting Patient Information</p> <p>Conversations</p> <p>Conversations regarding Protected Health Information should take place in a secure location.</p> <p>Captions for each setting photo: Elevator</p>	<p>Conversations regarding Protected Health Information should take place in a secure location. It may be tempting to discuss a patient with a work colleague in other areas of the office. However, this could violate HIPAA privacy. Never discuss protected health information at work in an elevator; in Waiting areas; or cafeterias. When you are</p>	<p>Grow animation of Text block of initial paragraph</p> <p>Photo of two people walking fades in at VO starting with “it may be tempting...” and fades out with “this could violate HIPAA Privacy.</p>

<p>middle – elevator, waiting area, cafeteria with a red theme color of universal NO symbol.</p> <p>Information tip symbol next to text box with informative tip.</p> <p>Text to be in green font color: Conversations Secure</p>	<p>Waiting Area Cafeteria</p> <p>Tip: Protected Health Information can be used or shared as necessary for treatment, payment and healthcare operations</p> <p>[Buttons] Custom Navigation Arrows</p>	<p>in the office with other colleagues, Protected Health Information can be used or shared as necessary for treatment, payment and healthcare operations.</p>	<p>Photos of settings appear as each is mentioned in VO.</p> <p>Universal NO symbol is animated with spin and grow for each setting</p>
<p>Notes:</p>			

Slide 1.7 Menu Title: <i>Patient Privacy with others</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Black</p> <p>Title layout as in template</p> <p>Custom Navigation Arrows</p> <p>Section titles are in all caps in a palette green circle. This circle is placed over another circle that has a striped fill and is just off center of the titled circle – giving it a 3-d look.</p> <p>Multiple green circles cascading (not animated) in style from top right corner (in a bubble look). Last</p>	<p>[Slide Title] HIPAA PRIVACY Protecting Patient Information</p> <p>ASK FIRST</p> <p>KEEP OUT OF VIEW</p> <p>[Buttons] Custom Navigation Arrows</p>	<p>When a patient has a visitor or someone with them on a scheduled appointment, HIPAA privacy applies even when the patient is with a friend or family member. Don't assume it is okay to speak about a patient's information in front of visitors or even family members without asking the patient first. Do not leave client records, files, and other written documents on your desk or in the open</p>	<p>Section titles and paragraphs appear with mention in VO using the “grow” animation.</p>

circle in bottom right corner is a photographic image of a doctor with a patient and a friend (spouse) (stock photo).		where they can be seen by others.	
Notes:			

Slide 1.8 Menu Title: <i>Knowledge Check</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Black</p> <p>Photographic image of doctor with patient and friend (spouse) fills left half of slide.</p> <p>Title layout as in template.</p> <p>Submit instructions above the Submit Button.</p> <p>Radio buttons for True or False.</p> <p>Custom Navigation Arrow for previous only.</p>	<p>[Slide Title] HIPAA PRIVACY Knowledge Check Choose true or false to the statement below.</p> <p>It's okay to speak freely in front of a visitor and or a patient's family member without first consulting the patient.</p> <p>[Buttons] Radio buttons for True and False</p> <p>Click on the check mark to submit your answer.</p> <p>Correct Layer: That's right! You selected the correct response.</p> <p>Incorrect Layer: You did not select the correct response.</p>	<p>Let's see what you remember so far. Choose true or false to the statement below. Click on the check mark to submit your answer. It's okay to speak freely in front of a visitor and or a patient's family member without first consulting the patient.</p>	<p>Submit button will reveal Correct or Incorrect layer depending on answer selection.</p> <p>Title, submit button and T/F statement and choices each show as fade animation in time with VO.</p>

	HIPPA requires that you ask the patient if it is okay to speak in front of anyone in the room.		
Notes:			

Slide 1.9 Menu Title: <i>Notice of Privacy Practices</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Black Title layout as in template Custom Navigation Arrows 3 large circles with theme color with icons indicating numbers 1 -3; secondary state of each circle has text details. Custom Navigation Arrows	[Slide Title] HIPAA PRIVACY Notice of Privacy Practices X Health notices of privacy practices describe X Health’s duties with: <ol style="list-style-type: none"> 1. respect to patient privacy 2. ways X Health can use and disclose patient information. 3. ways patients can express concerns about X Health or its team members in regard to patient privacy. [Buttons] Custom Navigation Arrows	All companies who are in the medical field must have notices of privacy practices. These must be shared with the patient. X Health notices of privacy practices describe X Health’s duties with respect to patient privacy; ways X Health can use and disclose patient information; ways patients can express concerns about X Health or its team members in regard to patient privacy.	Body text and 3 circles appear with grow animation in time with VO. Circles flip in time with VO to show secondary state with text revealed
Notes:			

Slide 1.10 Menu Title: <i>Situation – Releasing PHI</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Background: Photographic image of doctor and patient (stock image). Step bars 1-4 with theme colors</p> <p>Text in green – SITUATION</p> <p>Custom Navigation Arrows</p>	<p>[Slide Title] HIPAA PRIVACY What Should You Do?</p> <p>SITUATION: A patient would like a release of their protected health information.</p> <p>Click on each step to see how you should handle this situation.</p> <p>[Buttons] Custom Navigation Arrows</p>	<p>What should you do? Consider this situation. A patient would like a release of their protected health information. Click on each step to see how you should handle this situation.</p>	<p>Accordion for steps 1 – 4 All steps open upon click of step title; as step boxes slide to right, they stay in a clickable mode</p>
<p>Notes:</p>			

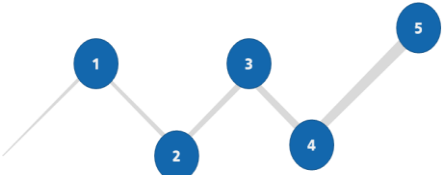
Slide 1.10.a Menu Title:			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Photographic image of person's hands completing a document with a pen (stock image)</p> <p>Textbox with soft edges for body text; fill color matches step #1 bar color</p> <p>Step bars 1-4 with theme colors</p>	<p>Ensure the patient completes an authorization form.</p> <p>[Buttons]</p>	<p>Ensure the patient completes an authorization form.</p>	<p>Step 1 box slides to far right</p>
<p>Notes:</p>			

Slide 1.10b Menu Title:			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background:</p> <p>Photographic image of person checking a medical ID wristband of a patient (stock image)</p> <p>Textbox with soft edges for body text; fill color matches step #2 bar color</p> <p>Step bars 1-4 with theme colors</p>	<p>Verify the identity of the person to whom you are releasing the information.</p> <p>[Buttons]</p>	<p>Verify the identity of the person to whom you are releasing the information.</p>	<p>Step 2 box slides to far right</p>
Notes:			

Slide 1.10c Menu Title:			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background:</p> <p>Photographic image of paper files (stock image)</p> <p>Textbox with soft edges for body text; fill color matches step #3 bar color</p>	<p>To protect the privacy of patients, limit the amount of information used or disclosed to the least amount or minimum necessary.</p>	<p>To protect the privacy of patients, limit the amount of information used or disclosed to the least amount or minimum necessary.</p>	<p>Step 3 box slides to far right</p>

Step bars 1-4 with theme colors	[Buttons]		
Notes:			

Slide 1.10d Menu Title:			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Photographic image of various digital storage devices (stock image) Textbox with soft edges for body text; fill color matches step #4 bar color Step bars 1-4 with theme colors Custom Navigation Arrows	[Slide Title] [Buttons] Custom Navigation Arrows	Patients may be given access to PHI in a format that they request. X Health supports CDs, secure email, encrypted USB drive (if provided by X health), and hard copy. Please contact Health Information Management on the process to get the requested format.	Step 4 box slides to far right Move forward arrow appears when all layers have been visited
Notes:			

Slide 1.11 Menu Title: <i>Situation - Restrictions</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Black Title layout as in template</p> <p>Custom Navigation Arrows</p> <p>Avatar Isabell holding patient files on left.</p> <p>Freeform white line that begins thinner that it ends. It begins just to the right of avatar and goes, up, down, up, down and finally up on the right side of the slide.</p> <p>Blue circles each numbered 1 -5 are on each point with 5 being at the end of the line. There is no circle on the beginning of the line.</p>  <p>Textbox that is gray below slide title that is the width of the slide with the "situation" text.</p> <p>Text in theme green: SITUATION Restrictions All other text white</p>	<p>[Slide Title] HIPAA PRIVACY What You Should Do If...</p> <p>SITUATION: a patient would like to request restrictions on the release and access of his or her protected health information? Click on each step, in order, to see what you should do.</p> <p>[Buttons] Step boxes</p> <p>Custom Navigation Arrows</p>	<p>What should you do if a patient would like to request restrictions on the release and access of his or her protected health information? Click on each step, in order, to see what you should do.</p>	<p>Step circles with numbers are clickable to open layers.</p> <p>Move forward arrow appears when all steps have been visited</p>
Notes:			

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Slide 1.11a / Menu Title:			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Base layer shows Palette blue rectangle fills ¼ of the right side.</p> <p>“Medical Record” graphic from stock.</p> <p>Close Button same shape as buttons on 1.1 in palette green at the bottom of blue rectangle.</p>	<p>Document the request in the patient's medical record.</p> <p>[Buttons] CLOSE</p> <p>Custom Navigation Arrows</p>	<p>Step 1: Document the request in the patient's medical record.</p>	<p>Close button is hidden until VO is complete. Close button closes the layer.</p>
Notes:			

Slide 1.11b / Menu Title:			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Base layer shows Palette blue rectangle fills ¼ of the right side.</p> <p>Stock video of a hand using a pencil to write.</p> <p>Close Button same shape as buttons on 1.1 in palette green at the bottom of blue rectangle.</p>	<p>Ask the patient to complete the Restriction request form found on my pal on the HIPAA information page.</p> <p>[Buttons] CLOSE</p> <p>Custom Navigation Arrows</p>	<p>Step 2: Ask the patient to complete the Restriction request form found on my pal on the HIPAA information page.</p>	<p>Video of hand using a pencil to write.</p> <p>Close button is hidden until VO is complete. Close button closes the layer.</p>
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Slide 1.11c / Menu Title:			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Base layer shows Palette blue rectangle fills ¼ of the right side. Black line icon hand submitting paper (stock).</p> <p>Close Button same shape as buttons on 1.1 in palette green at the bottom of blue rectangle.</p>	<p>Submit the form to the health information management (HIM) department or to the area that handles release of information, for your office to determine if the request can be accommodated. All restriction requests should be honored until a final decision has been made.</p> <p>[Buttons] CLOSE</p> <p>Custom Navigation Arrows</p>	<p>step 3: Submit the form to the health information management (HIM) department or to the area that handles release of information, for your office to determine if the request can be accommodated. All restriction requests should be honored until a final decision has been made.</p>	<p>Close button is hidden until VO is complete. Close button closes the layer.</p>
Notes:			

Slide 1.11d / Menu Title:			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Base layer shows Palette blue rectangle fills ¼ of the right side.</p> <p>Stock photo of a hand presenting a credit card for payment.</p>	<p>X Health must comply with individual requests for restricted release of information when the patient has paid out of pocket in full for services.</p>	<p>X Health must comply with individual requests for restricted release of information when the patient has paid out of pocket in full for services.</p>	<p>Close button is hidden until VO is complete. Close button closes the layer.</p>

<p>Close Button same shape as buttons on 1.1 in palette green at the bottom of blue rectangle.</p>	<p>[Buttons] CLOSE</p> <p>Custom Navigation Arrows</p>		
<p>Notes:</p>			

Slide 1.11e / Menu Title:			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Base layer shows Palette blue rectangle fills ¼ of the right side.</p> <p>Stock photo of doctor speaking with a patient.</p> <p>Close Button same shape as buttons on 1.1 in palette green at the bottom of blue rectangle.</p>	<p>Remember:</p> <p>Patients have the right to determine who sees their personal information within some limits such as insurance companies and health professionals related to their case and some information for medical billing purposes.</p> <p>[Buttons] CLOSE</p> <p>Custom Navigation Arrows</p>	<p>Remember:</p> <p>Patients have the right to determine who sees their personal information within some limits such as insurance companies and health professionals related to their case and some information for medical billing purposes.</p>	<p>Close button is hidden until VO is complete. Close button closes the layer.</p>
<p>Notes:</p>			

Slide 1.12 Menu Title: <i>Situation – Phone Request</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Black Title layout as in template.</p> <p>Photographic image of a person talking on a phone headset (stock image) on the right side third of the slide.</p> <p>To the left of the SITUATION text box – gray circle with telephone icon in theme green. To the left of the “Verify” text box – gray circle with “1” icon in theme green. To the left of the “Limit” text box – gray circle with “2” icon in theme green.</p> <p>Custom Navigation Arrows</p>	<p>[Slide Title] HIPAA PRIVACY What Should You Do?</p> <p>SITUATION: Someone calls and asks if Jane Doe is a patient in the hospital.</p> <p>Verify the patient is listed in the patient directory.</p> <p>Limit information given to the caller to location and general information.</p> <p>[Buttons] Custom Navigation Arrows</p>	<p>What should you do? This situation is very common. Someone calls and asks if Jane Doe is a patient in the hospital. Follow these steps to be HIPAA compliant.</p> <ul style="list-style-type: none"> • Verify the patient is listed in the patient directory. • Limit information given to the caller to location and general information. 	<p>Each gray circle enters with swivel animation in time with VO.</p> <p>Each text box appears in time with VO.</p>
Notes:			

Slide 1.13 Menu Title: <i>Knowledge Check Restrictions</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Black</p>	<p>[Slide Title] HIPAA PRIVACY KNOWLEDGE CHECK</p>	<p>Choose true or false to the statement below. Patients can request to have their protected</p>	<p>True/False selection will open</p>

<p>Photographic image of doctor with patient (stock image) covers 2/3 of slide on left.</p> <p>Radio button for True (theme green) Radio button for False (theme green)</p> <p>Custom Submit button. Previous custom navigation arrow</p>	<p>Choose true or false to the statement below. Patients can request to have their protected health information restricted from being released to Insurance Companies only if they paid out of pocket in full for services.</p> <p>Click the check mark to submit your answer.</p> <p>True False</p> <p>[Buttons] Radio button for True Radio button for False</p> <p>Submit button. Previous custom navigation arrow</p>	<p>health information restricted from being released to Insurance Companies only if they paid out of pocket in full for services.</p>	<p>Correct or Incorrect layer. Incorrect layer states the correct answer.</p>
<p>Notes:</p>			

Slide 1.14 Menu Title: <i>Special Situations</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Black Title layout as in template.</p> <p>Four blue/gray (theme) squares with the following stock image icons – emergency light, doctor & patient, school bus, gravestone.</p>	<p>[Slide Title] HIPAA PRIVACY Special Situations</p> <p>There are some situations when protected health information (PHI) may be shared possibly in a manner in which others cannot be prevented from hearing or seeing it. Click on the icons below to learn more.</p> <p>[Buttons]</p>	<p>There are some situations when protected health information (PHI) may be shared possibly in a manner in which others cannot be prevented from hearing or seeing it. Click on the icons below to learn more.</p>	<p>Each square with icon fades in one at a time.</p> <p>When an icon is selected, it changes color to indicate it has been selected once.</p>

These squares are the buttons to open information for each special situation.	Four blue/gray (theme) squares with icons Custom Navigation Arrows		
Custom Navigation Arrows			
Notes:			

Slide 1.14a/ Menu Title:			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Base layer shows with icons. Base layer body text and click on instructions are NOT visible. Text box above the emergency light icon/square. Blue/gray square shows visited state.	[Slide Title] Same as 1.14 In an emergency situation when PHI must be shared quickly without precautions for HIPAA [Buttons] Same as 1.14	In an emergency situation when PHI must be shared quickly without precautions for HIPAA.	Text box enters using “grow” animation in time with VO. Layer is hidden when another square is selected.
Notes:			

Slide 1.14b/ Menu Title:			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Base layer shows with icons.</p> <p>Base layer body text and click on instructions are NOT visible.</p> <p>Text box above the doctor & patient icon/square.</p> <p>Blue/gray square shows visited state.</p>	<p>[Slide Title] Same as 1.14</p> <p>Someone at a hospital overhears a confidential conversation between a provider and a patient or another provider.</p> <p>[Buttons] Same as 1.14</p>	<p>Someone at a hospital overhears a confidential conversation between a provider and a patient or another provider.</p>	<p>Same as 1.14a</p>
Notes:			

Slide 1.14c/ Menu Title:			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Base layer shows with icons.</p> <p>Base layer body text and click on instructions are NOT visible.</p> <p>Text box above the school bus icon/square</p> <p>Blue/gray square shows visited state.</p>	<p>[Slide Title] Same as 1.14</p> <p>X Health can disclose proof of immunization to schools for individuals who are students or prospective students at the school without an authorization form being completed by the parents or guardians.</p> <p>[Buttons] Same as 1.14</p>	<p>X Health can disclose proof of immunization to schools for individuals who are students or prospective students at the school without an authorization form being completed by the parents or guardians.</p>	<p>Same as 1.14a</p>

Notes:			

Slide 1.14d/ Menu Title:			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Base layer shows with icons.</p> <p>Base layer body text and click on instructions are NOT visible.</p> <p>Text box above the grave stone icon/square.</p> <p>Blue/gray square shows visited state.</p>	<p>[Slide Title] Same as 1.14</p> <p>Information on deceased patients must continue to be protected for 50 years after the date of death. X Health can disclose information about deceased patients to family members or those involved in the patient's care or payment for healthcare prior to the individual's death.</p> <p>[Buttons] Same as 1.14</p>	<p>Information on deceased patients must continue to be protected for 50 years after the date of death. X Health can disclose information about deceased patients to family members or those involved in the patient's care or payment for healthcare prior to the individual's death.</p>	<p>Same as 1.14a</p>
Notes:			

Slide 1.15 Menu Title: <i>Violations of HIPAA</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Background: Black Title layout as in template.</p> <p>Photographic image of a display board (stock photo) – similar to a projector screen or classroom whiteboard in center of the slide, leaving space for textboxes on layers to the right.</p> <p>Avatar – Isabell (stock) looking and pointing right at the display board.</p> <p>Small green (theme) dots below the display board indicating showing progression.</p> <p>Textbox above the image of display board with this slides text.</p> <p>Rectangular button for NEXT VIOLATION in green (theme) to the right of the bottom right corner of the display board.</p> <p>Custom Navigation Arrows</p>	<p>[Slide Title] HIPAA PRIVACY Violations of HIPAA</p> <p>Examples of violations can be reviewed below.</p> <p>Violations of the Privacy Rule can result in jail time and civil lawsuits.</p> <p>(on display board) Click the next button to advance through some example violations.</p> <p>[Buttons] Custom Navigation Arrows</p>	<p>Examples of violations can be reviewed below. Violations of the Privacy Rule can result in jail time and civil lawsuits. Click the next button to advance through some example violations.</p>	<p>Textbox above display board flies in by paragraph from left.</p> <p>Textbox with instructions to click Next Violation button & the Next Violation button fade in with the VO.</p>
<p>Notes:</p>			

Slide 1.15a/ Menu Title: <i>[Insert Title]</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Base layer shows</p>	<p>[Slide Title] same as 1.15</p>	<p>Using a non-encrypted lost or stolen device for Private Health</p>	

<p>On display board: Photographic image of a cell phone . Textbox to the right of the display board.</p> <p>Text in green (theme):</p> <ul style="list-style-type: none"> • A Non-Encrypted, Lost or Stolen Device • unauthorized access <p>Buttons same as 1.15 WITH a Previous button added next to NEXT VIOLATION button in blue(theme).</p>	<p>A Non-Encrypted, Lost or Stolen Device</p> <p>Whether it's a laptop, tablet, or phone, if it holds patient data, or is linked to it, there's a problem if there's unauthorized access to it.</p> <p>[Buttons] same as 1.15 – see note in display section of this table.</p>	<p>Information is a violation of HIPAA. Whether it's a laptop, tablet, or phone, if it holds patient data or is linked to it, there's a problem if there's unauthorized access to it.</p>	<p>Change of graphic on Display board and Buttons to move back and forth through violations</p>
<p>Notes:</p>			

Slide 1.15b/ Menu Title: <i>[Insert Title]</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Base layer shows.</p> <p>On display board: Photographic image of large classroom full of adult learners (stock).</p> <p>Text in green (theme):</p> <ul style="list-style-type: none"> • Lack of employment training • smaller, more complex violations 	<p>Lack of employment training</p> <p>Without proper or thorough HIPAA training, obvious compliance issues won't be a problem, but rather the smaller, more complex violations will cause issues on account of employees' lack of knowledge. Unfortunately for the practice, even minuscule violations can cause significant issues.</p>	<p>Lack of employment training can cause HIPAA violations. Without proper or thorough HIPAA training, obvious compliance issues won't be a problem, but rather the smaller, more complex violations will cause issues on account of employees' lack of knowledge. Unfortunately for the practice, even minuscule violations can cause significant issues.</p>	<p>Same as 1.15a</p>

Buttons same as 1.15a	[Buttons]		
Notes:			

Slide 1.15c/ Menu Title: <i>[Insert Title]</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Base layer shows. On display board: Photographic image of computer hacker or imagery of binary numbers and scary man in hoodie (stock). Text in green (theme): <ul style="list-style-type: none"> • Database Breaches. • Implement security measures. Buttons same as 1.15a	Database Breaches Any organization is vulnerable to hacking which is why it's incredibly important for each health organization to take database breaches seriously and Implement security measures to protect against them. [Buttons] same as 1.15a	Any organization is vulnerable to hacking which is why it's incredibly important for each health organization to take database breaches seriously and Implement security measures to protect against them.	Same as 1.15a
Notes:			

Slide 1.15d/ Menu Title: <i>[Insert Title]</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Base layer shows	Gossiping and Sharing PHI	An unfortunate HIPAA violation is caused by human negligence. Although	Same as 1.15a

<p>On display board: Photographic image of people eating and laughing at cafeteria table (stock).</p> <p>Text in green (theme):</p> <ul style="list-style-type: none"> • Gossiping and Sharing PHI. • can damage a patient's privacy . <p>Buttons same as 1.15a</p>	<p>Although it might seem harmless, carelessly discussing patient information around non-medical practice employees can damage a patient's privacy and result in financial consequences for the practice.</p> <p>[Buttons] same as 1.15a</p>	<p>it might seem harmless, carelessly discussing patient information around non-medical practice employees can damage a patient's privacy and result in financial consequences for the practice.</p>	
<p>Notes:</p>			

Slide 1.15e/ Menu Title: <i>[Insert Title]</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Base layer shows</p> <p>On display board: Photographic image of box of shredded paper (stock).</p> <p>Text in green (theme):</p> <ul style="list-style-type: none"> • Improper Disposal of PHI. • shred or destroy. <p>Buttons same as 1.15a</p>	<p>Improper Disposal of PHI</p> <p>Simply throwing records away is not sufficient and makes it easy for PHI to be accessed by the wrong people. When disposing of PHI, employees should always shred or destroy the patient records.</p> <p>[Buttons] Buttons same as 1.15a</p>	<p>Simply throwing records away is not sufficient and makes it easy for PHI to be accessed by the wrong people. When disposing of PHI, employees should always shred or destroy the patient records.</p>	<p>Same as 1.15a</p> <p>Custom Navigation arrow to continue shows after all have been visited.</p>
<p>Notes:</p>			

Slide 1.16 Menu Title: <i>Quiz</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Black Title layout as in template.</p> <p>Centered on slide - Avatar: Isabell with hands on hips smiling at learner. Avatar is placed on a circle that is lightened version of green (theme). Another larger circle that is no fill goes around that.</p> <p>Text in green (theme): LET'S SEE WHAT YOUR'VE LEARNED.</p> <p>Start Button – rectangle green (theme) with white lettering. Custom Navigation Arrows (Previous only)</p>	<p>[Slide Title] HIPAA PRIVACY Quiz</p> <p>LET'S SEE WHAT YOUR'VE LEARNED. There will be five questions to answer. Remember that you must score an 80% to pass the quiz. You may retake the quiz as many times as needed to pass. Click the start button to begin.</p> <p>[Buttons] Start Custom Navigation Arrow Previous</p>	<p>Let's see what you've learned. There will be five questions to answer. Remember that you must score an 80% to pass the quiz. Click the start button to begin.</p>	<p>Quiz directions appear using grow animation.</p>
<p>Notes:</p>			

Slide 1.17 Menu Title: <i>MC_Conversations (Hidden from menu)</i>			Objective: 1 & 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Black Title layout as in template</p> <p>Smiley face in a blue palette choice. Universal NO symbol. Both places along the bottom of the slide as target for drag-n-drop.</p> <p>5 stock photos to represent the following locations with people: Cafeteria, surgical room, elevator, escalator, doctors looking at medical information on a computer.</p> <p>Custom checkmark Submit button.</p>	<p>[Slide Title] HIPAA PRIVACY Question #1</p> <p>[Question] Which of the following places is an acceptable location for a conversation that includes protected health information?</p> <p>Drag the location pictures to the appropriate emoji.</p> <p>[Buttons] Custom checkmark Submit button</p>	<p>Which of the following is an acceptable time to have a conversation regarding protected health information?</p>	<p>Drag -n -Drop pictures to two options – 5 pictures to sort.</p> <p>Directions will disappear when the photos begin to appear.</p> <p>Photos will appear with a grow animation and timeline will pause when the photo has fully appeared. The timeline will resume when the photo is dropped on a target. Each photo appears one after the other so only one phot is on the slide at a time.</p>
<p>Notes: This would be a good drag-n-drop question. (SBT)</p>			

Slide 1.18 Menu Title: <i>MC_Emergency (Hidden from menu)</i>			Objective: 1 & 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Same as 1.17</p> <p>On the right side of the slide - Photographic image of doctor or nurse and patient in ER set on a green (theme) circle with another larger no fill green circle frame</p>	<p>[Slide Title] HIPAA PRIVACY Question #2</p> <p>[Question] If there is an emergency situation where protected health information must be shared where others may see or hear it,</p>	<p>If there is an emergency situation where protected health information must be shared where others may see or hear it, would it be a violation of HIPAA or an incidental disclosure?</p>	

<p>Radio buttons for each answer (green – theme)</p> <p>Custom checkmark Submit button</p>	<p>would it be a violation of HIPAA or an incidental disclosure?</p> <p>[Answer choices] Violation of HIPAA</p> <p>“Incidental Disclosure” [CORRECT ANSWER]</p> <p>[Buttons] Custom checkmark Submit button</p>		
<p>Notes:</p>			

Slide 1.19 Menu Title: <i>Pick One _ Violations (Hidden from menu)</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Same as 1.17</p> <p>On the right side of the slide – Avatar – Isabell smiling at learner set on a green (theme) circle with another larger no fill green circle frame</p> <p>Radio buttons for each answer (green – theme)</p> <p>Custom checkmark Submit button</p>	<p>[Slide Title] HIPAA PRIVACY</p> <p>Question #3</p> <p>[Question] Which of the following is a violation of HIPAA privacy?</p> <p>[Answer choices] Verifying the patient is listed at that hospital</p> <p>Sharing PHI in the hospital cafeteria during lunch [CORRECT ANSWER]</p> <p>Providing immunization records to a school</p> <p>Using an encrypted USB drive</p>	<p>Which of the following is a violation of HIPAA privacy?</p>	

	[Buttons]		
Notes:			

Slide 1.20 Menu Title: <i>Multiple Answer_Rights (Hidden from menu)</i>			Objective: 4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Same as 1.17</p> <p>On the right side of the slide – Photographic image of a privacy please sign – recolored in green (theme)</p> <p>Radio buttons for each answer (green – theme)</p> <p>Custom checkmark Submit button</p>	<p>[Slide Title] HIPAA PRIVACY Question #4</p> <p>[Question] Select ALL of the patients’ rights under HIPAA from the list below.</p> <p>[Answer choices] The right to notice of a facility’s privacy practice. [CORRECT]</p> <p>The right to have access to view and obtain a copy of the PHI. [CORRECT]</p> <p>The right to restrict certain parts or uses of their PHI. [CORRECT]</p> <p>The right to have their PHI broadcast over the speaker system of the hospital. [NOT CORRECT]</p> <p>[Buttons] Custom checkmark Submit button</p>	<p>Select all of the patients’ rights under HIPAA from the list below.</p>	
Notes:			

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Slide 1.21 Menu Title: <i>T/F_ Reporting (Hidden from menu)</i>			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Same as 1.17 On the right side of the slide – Avatar – Isabell with a questioning look at the learner – full body Text in green (theme) : Is the following statement true or false? Radio buttons for each answer (green – theme) Custom checkmark Submit button	[Slide Title] HIPAA PRIVACY Question #5 [Question] Is the following statement true or false? Immediately report any suspected or known improper behavior to supervisors or the HIPAA policy officers in your building. [Answer choices] True [CORRECT] False [Buttons]	Is the following statement true or false? Immediately report any suspected or known improper behavior to supervisors or the HIPAA policy officers in your building.	
Notes:			

Slide 1.22 Menu Title: <i>Quiz Results (Hidden from menu)</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Black 3 rectangular green(theme) buttons with white text	[Slide Title] QUIZ RESULTS Your Score :XX% Passing Score: YY%	[Narration only on layers]	Use a Result side to show Success layer 1.22a when timeline starts if results are equal to or greater than the passing score.

	<p>[Buttons]</p> <p>REVIEW</p> <p>PRINT</p> <p>RETRY</p>		<p>Show Failure layer 1.22b when timeline starts if results are less than passing score.</p> <p>Base layer will be visible (show through) from Success or Failure slide layers.</p> <p>Results variable reference shows the percent score only. Do not show the points variable reference.</p> <p>Built in graded quiz variable reference displays learner score where XX appears on slide</p> <p>80% to pass shown where YY appears on slide</p>
<p>Notes:</p>			

Slide 1.23 Menu Title: <i>Summary</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Black Title layout as in template</p> <p>Blue Gray (theme) rectangle the width of the</p>	<p>[Slide Title] HIPAA PRIVACY SUMMARY</p> <p>Remember the intent of HIPAA Privacy is to protect the patient's personal health information from</p>	<p>Remember the intent of HIPAA privacy is to protect the patient's personal health information from being shared with others unnecessarily. Some important points to remember are below.</p>	<p>Summary points appear as they are mentioned in the VO</p> <p>Right Navigation arrow appears when VO is complete.</p>

<p>slide with green circle and “confidential” icon stamped look on the left. Text box to the right of circle (text: Remember...)</p> <p>Each point is listed over 2 columns below the rectangle with text box; has a number next to it in green (theme)</p> <p>Text in green (theme): HIPAA Privacy</p> <p>Custom Navigation Arrows</p>	<p>being shared with others unnecessarily. Some important points to remember are below.</p> <ol style="list-style-type: none"> 1. Ask first 2. Keep written information covered 3. Never discuss patients in public places 4. Patients can request non-disclosure in some cases 5. Violations can create jail time and or fines <p>[Buttons] Custom Navigation Arrows</p>	<ul style="list-style-type: none"> • Ask first • Keep written information covered • Never discuss patients in public places • Patients can request non-disclosure in some cases • Violations can create jail time and or fines 	
<p>Notes:</p>			

Slide 1.24 Menu Title: <i>Congratulations</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Black Navigation Arrow Backwards End Course Button</p> <p>Avatar: Isabell smiling at learner With a circle background that has a secondary larger circle frame.</p>	<p>[Slide Title] HIPAA PRIVACY Congratulations!</p> <p>You have successfully completed the HIPAA Privacy course.</p> <p>You may now exit the course.</p>	<p>Congratulations! You have successfully completed the HIPAA Privacy course. You may now exit the course.</p>	<p>Audience clapping and cheering sound</p> <p>Clicking on Exit button will exit the course</p>

	[Buttons] Custom Navigation Arrow		
Notes:			

Slide [##]/ Menu Title: <i>[Insert Title]</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background:	[Slide Title] [Buttons]	<i>[Insert Script Text]</i>	
Notes:			

Slide [##]/ Menu Title: <i>[Insert Title]</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background:	[Slide Title] [Buttons]	<i>[Insert Script Text]</i>	
Notes:			

Slide [##]/ Menu Title: <i>[Insert Title]</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background:	[Slide Title]	<i>[Insert Script Text]</i>	

	[Buttons]		
Notes:			