

HIPAA Privacy Design Document

<p><i>Business Purpose</i></p>	<p>Goldpoint Medical is a prominent healthcare organization serving the southeastern United States. Goldpoint Medical is committed to ensuring HIPAA compliance across its extensive network of facilities. The primary objective is to equip every employee with the knowledge and understanding of HIPAA regulations with this annual review. Because Goldpoint facilities span across the southeast, the training will be delivered through virtual instructor-led sessions, with each session accommodating 20-30 employees. The training aims to empower Goldpoint’s workforce with the essential HIPAA knowledge and skills to protect patient information, uphold workforce with the essential HIPAA knowledge and skills to protect patient information, uphold regulatory standards, and deliver quality healthcare services while adhering to legal requirements.</p>
<p><i>Target Audience</i></p>	<p>Medical office staff, including but not limited to receptionists, nurses, medical assistants, billing and coding personnel, and administrative personnel.</p>
<p><i>Training Time</i></p>	<p>45-60 minutes</p>
<p><i>Training Recommendation</i></p>	<ul style="list-style-type: none"> • Utilize Microsoft Teams, Goldpoint’s preferred internal communications. Ensure that participants are familiar with the platform and have access to Microsoft Teams. • Instructor that is well versed in HIPAA regulations and compliance. • Interactive Elements throughout to keep participants engaged. (Polls, quizzes, chat entries, group discussion presentation of situation for participants to discuss, and Q& A sessions.
<p><i>Deliverables</i></p>	<ul style="list-style-type: none"> • Microsoft Teams • PowerPoint Presentation • Whiteboard or screen-sharing capability • Situation/Scenarios • HIPAA compliance handouts • Assessment quiz or questions
<p><i>Learning Objectives</i></p>	<p>By the end of this virtual instructor-led training (VILT) session, participants will be able to:</p> <ol style="list-style-type: none"> 1. Understand HIPAA regulations and their importance in healthcare. 2. List precautions and best practices to protect patient information in compliance with HIPAA. 3. Understand patients’ rights concerning protected health information (PHI) under HIPAA.
<p><i>Training Outline</i></p>	<p>Introduction (2 minutes)</p> <ul style="list-style-type: none"> • Welcome and introductions • Overview of learning/training objectives <p>Section 1: Understanding HIPAA Regulations (15 minutes)</p>

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	<ul style="list-style-type: none">• Explanation of HIPAA (Health Insurance Portability and Accountability Act)• Importance of HIPAA compliance in healthcare• Key components of HIPAA regulations• Penalties for non-compliance <p>Section 2: Precautions to Protect Information (25 minutes)</p> <ul style="list-style-type: none">• Identifying PHI (Protected Health Information)• Safeguarding patient information• Password Policies and encryption• Physical security measures• Reporting Breaches and incidents <p>Section 3: Patients' Rights under HIPAA (10 minutes)</p> <ul style="list-style-type: none">• Overview of patients' rights• Right to access and amend their records• Right to file complaints• Exceptions to patients' rights <p>Situation and Scenarios (5 minutes)</p> <ul style="list-style-type: none">• Interactive discussion with real-life scenarios related to HIPAA compliance <p>Q&A Session (3 minutes)</p> <ul style="list-style-type: none">• Summary of key takeaways• Acknowledgment of participants' efforts• Next steps for continuous HIPAA compliance education
<i>Evaluation Plan</i>	Participants will be evaluated based on their participation in discussions, quiz performance, and engagement during case studies.