

As you may know, I play many roles in this office. Along with being the administrator & Practice Manager, I also serve as the compliancy officer for HIPAA & OSHA. My job is to make sure that all employees are knowledgeable of government guidelines and regulations along with our internal Practice policies. Any concerns, questions or uncertainty in regards to HIPAA & OSHA are to be brought to me so that they may be addressed accordingly.

HIPAA: In order for you to obtain a base knowledge (with previous experience or not) and to prove that we, as a Practice, have given you the opportunity to learn and train on these Guidelines, I am presenting you with the following training module. It should be more than enough to give you an understanding on the principals and reasoning behind many of FHA's stringent protocols.

There will be a combination of videos and reading resources to help you learn what you need to know about current HIPAA laws, regulation, and policy.

You will need to pass a quiz in order to receive HIPAA certification through the Practice. A passing score of 80% or above will be needed to achieve requirements of this employment requirement.

I expect you to have a good understanding of the topics noted on the 'checklist' document. If you have any questions or concerns, please feel free to ask me at anytime during your review of the HIPAA guidelines.

- Watch the HIPAA training video
- Read/Review the HIPAA 101 document
- Read the "Recent Change" document to become more familiar with recent updates to HITECH, CARES, Information Blocking and other mandates and recent policy changes.
- Review 'HIPAA Checklist' document
- Review our Notice of Privacy Practices
- Print out the BLANK ANSWER SHEET, COMPLETE by answering the questions located under the Quiz, SIGN/DATE and turn into your HIPAA Compliancy Officer

Once completed and a passing grade is achieved, you will be presented a certificate acknowledging your completion of the mandatory training.

Thank you,

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