

Advanced Compliance Course in Medical Transcription for ROSe

Prepared by Brenda J. Hurley, CMT, AHDI-F

Description of Content:

Compliance and potential risk avoidance topics directed to MT Business Associates

HIPAA (Health Insurance Portability and Accountability Act)

ARRA (American Recovery and Reinvestment Act)

HITECH (Health Information Technology for Economic and Clinical Health) Act

False Claims Act

Fraud Enforcement and Recovery Act

The e-Discovery Rule

Prerequisites: Successful completion of the Introductory Compliance Course in Medical Transcription through ROSe.

Objectives:

Upon successful completion of this course, the student will be able to:

1. Identify and mitigate potential security and/or privacy risks within their working environment.
2. Understand the importance of avoiding any breach of unprotected individually identifiable information and the consequences from such a breach.
3. Recognize that accessing data is limited only for the purpose of fulfilling the responsibilities of their role and how audit trails monitor this information.
4. Identify need for and develop written policies and procedures to protect the security and privacy of individually identifiable information.
5. Understand the differences between protected and unprotected individually identifiable information and how to mitigate the potential risks related to each.
6. Identify practices that could be considered as a false claim and proactive practices to consider.
7. Recognize items included within the scope of e-Discovery and policies to consider.
8. Understand the criteria for reportable breaches as defined by HIPAA and ARRA.
9. Identify the required elements to include in a Report of Disclosure and the processing of it.
10. Recognize important information to include in Business Associate Agreements.

Disclaimer: This information is provided for educational purposes only and should not be considered legal advice or a substitute for seeking the services of legal counsel for appropriate expertise in all lawful matters.

Assessment of Student Work:

There will be a final exam to assess knowledge and understanding of the content from the classes given during this course. Students who pass this exam will receive a certification of successful completion.

Course Outline: Each class will be 1 hour in length.

Class 1:

- Focus on the HIPAA Security Rule which now applies to Business Associates.
 - Security Risk Analysis
 - Items to include
 - Steps for this process
 - Contingency Planning
 - Data backup plan
 - Emergency mode operation plan
 - Emergency access procedure
 - Disaster recovery plan

Class 2:

- More on requirements from the HIPAA Security Rule.
 - appropriate safeguards for data
 - audits and audit controls
 - integrity of data
- More Policies as time allows
 - breach notification process and policies
 - sanctions
 - others

Class 3:

- Policies and procedures needed for...
 - False Claims Act
 - The e-Discovery Rule
- More policies as time will allow

Class 4:

- Language to include in your Business Associate Agreement or BAA amendment
 - More Policies as time will allow
- Problem-solving exercises

➤ Exam will be given to include the content in classes above.