

HIPAA Privacy & Security

HIPAA Compliance Officer Online Training



An eLearn Training Program for Healthcare Professionals

Work online at your own pace with no scheduled classes to attend

Earn 18 AHIMA & AIHC Preapproved Continuing Education Units

Sponsored by



American Institute of Healthcare Compliance, Inc.

431 W. Liberty Street Medina, Ohio 44256

Toll Free: 866-571-5635 / Cleveland/Akron Area: 330-241-5635

Fax: 330-952-0716 / [Contact Us](#)



Visit our web site at www.aihc-assn.org

An Internationally Recognized Compliance Training & Certification Leader in Health Care

501(c)(3) Non-Profit Organization

Who should take this course?

This course is designed to train providers and health care professionals, such as Physicians, HIM Professionals, Compliance Professionals, HIPAA Privacy Officers, Practice Administrators, Educators, Medical Billing Professionals, Payers, and Hospital Administration – those responsible for HITECH, privacy and security in a health care facility!

What is eLearn training?

eLearn training courses are online instructor assisted programs. There are no scheduled classes to attend. You may work at your own pace and will have the ability to login to your information 24 hours per day. Your instructor will be available to communicate by phone and e-mail to assist you throughout your training program. Instructors provide online access, technical support, and course instruction as needed to help in your educational efforts.

What will I learn from this course?

- Introduction to HIPAA & HITECH
- Importance of HIPAA
- Business Associates & Business Associate Agreements (BAA)
- Notice of Privacy Practices & Understanding Protected Health Information (PHI)
- Privacy & Breach
- EDI, Transactions, Code Sets
- HIPAA Privacy Rule under GINA
- Electronic Health Records: Meaningful Use
- HIPAA Policy Considerations
- HIPAA Security & Mitigating Risk
- HIPAA Security Rule & Understanding the Concepts of Risk Analysis and Risk Management
- Administrative Safeguards under HIPAA
- Physical Safeguards
- Technical Safeguards

Can I earn Continuing Education Units (CEUs)?

Yes! Earn 18 Continuing Education Units



18 CEUs: This program has been approved for 18 continuing education units by the American Institute of Healthcare Compliance for AIHC Certified Professionals.



18 CEUs: This program has been approved for 18 continuing education units for use in fulfilling the continuing education requirements of the American Health Information Management Association (AHIMA). Granting prior approval from AHIMA does not constitute endorsement of the program content or its program sponsor.

Core Content Hours Approved: Privacy & Security, 18 Hours

What is included in this course?

- Online Course Manager assigned to each professional enrolling in the program to provide professional guidance, technical web site support, and assist in the learning experience.
- Training materials and access to the online course page are provided.
- Homework and online quizzes are accessed through your online course page.
- Downloadable information that can be used for future reference.
- AIHC Membership for one year (*for first time members only*).

Experienced HIPAA Privacy Officers and Medical Compliance Professionals will have the *option* to certify as a Certified HIPAA Compliance Officer (CHCO) after successful completion of the HIPAA Privacy & Security Training Program. The online exam can be taken from the comfort of your home or office by appointment only and scheduled with a professional AIHC proctor. The certification exam is *optional*, but the cost of one exam attempt is *included* in your course tuition provided you take the exam within three months of completing the program. [Click Here](#) for more information regarding the CHCO Exam.

How do I maintain my CHCO Credential?

Once you are certified, you need to maintain your credentials by earning six (6) continuing education units annually. [Click Here](#) to access the online CEU renewal chart.

AIHC OFFERS FREE AND LOW COST CEU PROGRAMS TO OUR MEMBERS

Are there specific computer requirements needed for this course?

Yes! You will need:

- High-speed internet access
- Email
- Microsoft Word and Excel
- Adobe Reader

Computer
Requirements



Is there a time limit to complete this course?

Yes! You have access to the online course page for six months. You must complete the course within that time.

What is the cost? Full Tuition: \$1,250

Non-Members: [Click Here](#) to register online

AIHC Members: Register through the [AIHC Members Store](#) for a discounted price!

OR scroll down for a hard copy registration form

Do you offer multiple student discounts?

Yes! Please [Contact Us](#) for more information!

What are my payment options?



We accept registration payment via credit card or corporate check. You are able to submit your payment information online, mail, or fax your payment information to the AIHC main office. See the Enrollment Form below for more details. Visit our website for more information about our [Available Payment Options](#) or to view the [AIHC Refund Policy](#)



HIPAA Privacy & Security Training Program

Enrollment Form

Enrollment Date:	<u>Tuition (Check Appropriate Box)</u>
Print Name & Credentials: (one form per person)	HIPAA Privacy & Security Training Program: <input type="checkbox"/> Full Tuition: \$1,250.00 <input type="checkbox"/> Optional Certification Exam <input type="checkbox"/> Coupon Code: _____ (if applicable)
Employer Name & Address:	AIHC Member? Use the member coupon code and register for less! <input type="checkbox"/> Optional Certification Exam <input type="checkbox"/> Coupon Code: _____
Home Address:	
Print Position & Check Highest Level of Education: <div style="float: right;"> <input type="checkbox"/> High School <input type="checkbox"/> Associate Degree <input type="checkbox"/> Diploma Program <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Masters or Higher </div>	
Clearly Print Your Email Address(es): (For website administration & confirmation of registration) Primary: Alternate:	Work Phone Number: Alternate Phone / Cell Number:
<div style="text-align: center;">    </div> <p>Charge My Credit Card: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover</p> <p>Amount Approved on Credit Card: \$ _____</p> <p>Card #: _____ Sec. Code _____ Exp. Date _____</p> <p>Billing Address for Credit Card: _____</p> <p>Name As It Appears on the Card: _____</p> <p>Authorized Signature & Date: _____</p> <p style="text-align: center;">Paying by Corporate Check? Amount Due: \$ _____ Please make checks payable to: AIHC</p> <p style="text-align: center;">Mail to: American Institute of Healthcare Compliance 431 W. Liberty Street Medina, OH 44256 PHONE: 330-241-5635 / FAX: 330-952-0716</p> <p style="text-align: center;">Please visit our website at www.aihc-assn.org for more information about our company. Inquiries should be made to Contact Us</p> <p style="text-align: center;">How did you hear about us?</p> <p><input type="checkbox"/> Mailing <input type="checkbox"/> Email <input type="checkbox"/> Co-worker <input type="checkbox"/> AIHC web site <input type="checkbox"/> AHIA web site <input type="checkbox"/> Social Media <input type="checkbox"/> Other _____</p>	

American Institute of Healthcare Compliance, Inc.

Membership Application ~ Required for Non-Members Enrolling in this Program

(Membership is included in the price of tuition for *new members only*)

Job/Position (title & brief description):

Are you certified by any organization? Please indicate certification and company name:

Are you a licensed clinical professional? Please check all appropriate boxes:

- | | |
|---|---|
| <input type="checkbox"/> MD/DO | <input type="checkbox"/> Physician Assistant |
| <input type="checkbox"/> Chiropractor | <input type="checkbox"/> Nurse Practitioner/Midwife |
| <input type="checkbox"/> Doctor of Podiatric Medicine | <input type="checkbox"/> Registered Nurse |
| <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> Licensed Practical Nurse |
| <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> Registered Pharmacist |
| <input type="checkbox"/> Speech-Language Pathologist | <input type="checkbox"/> Other: (specify) |
| <input type="checkbox"/> Kinesiotherapist | _____ |

OIG exclusion

Have you ever been:

1) Notified that you were under investigation for; investigated for; charged with; or convicted of any offense relating to Medicaid or Medicare fraud?

2) On the OIG exclusion list?

Membership Requirement (Restriction)

AIHC membership is open to the public, health care workers and administrators as well as certified healthcare auditors, collectors and compliance officers. To uphold to a higher standard, AIHC follows the guidelines recommended by the Office of the Inspector General (OIG) regarding retention of excluded individuals.

For many years the Congress of the United States has worked diligently to protect the health and welfare of the nation's elderly and poor by implementing legislation to prevent certain individuals and businesses from participating in Federally-funded health care programs. The OIG, under this Congressional mandate, established a program to exclude individuals and entities affected by these various legal authorities, contained in sections [1128](#) and [1156](#) of the [Social Security Act](#), and maintains a list of all currently excluded parties called the List of Excluded Individuals/Entities. (See OIG website at exclusions.oig.hhs.gov)

No individual whose name appears on the OIG Excluded Individuals Entities List may hold membership in AIHC; and any member whose name is added to this list will have his/her membership status revoked without refund.

“My signature below indicates I have read this restriction to membership and attest that I am not currently on the OIG exclusion list at the date this application has been submitted for membership to the American Institute of Healthcare Compliance.”

Signature

Date