

HIPAA Privacy and Security Competency Test

1. **You should access the patient's electronic medical record when:**
 - a. You are very curious or concerned about the case
 - b. You are related to the patient
 - c. There is a job-related need

2. True or false: **You may access the electronic medical record of your minor child because you are the legal guardian and the guarantor of payment.**

3. **You may access the electronic medical record of a co-worker when:**
 - a. You need to confirm whether his/her medical leave is valid
 - b. You need to know where he or she is in the hospital so you can visit
 - c. You are involved in his/her care and have a job-related need to know

4. **Select the true statements. Choose all that apply.**
 - a. HIPAA laws now impose greater penalties, including larger fines and potential litigation.
 - b. Employees who breach privacy are disciplined, up to and including termination.
 - c. Employees who breach privacy could be sued, lose their professional license, and be reported to Office of Civil Rights.

5. **What does your practice's policy say about leaving your computer when you are logged in? Choose all that apply.**
 - a. Log off or lock your computer each time you leave your computer.
 - b. Ask your co-workers to watch it for you.
 - c. Not to worry. You'll only be gone for a bit.
 - d. You are responsible for everything that happens under your log in.

6. **Patient Protected Health Information (PHI) learned at work from staff discussions or the chart may be disclosed: Choose all that apply.**
 - a. On your Facebook page.
 - b. In a text or email message to people who know the patient.
 - c. With friends and relatives who have the patient's permission.
 - d. To staff who have a job-related need to know.

- 7. How should an email containing confidential information be transmitted over the Internet to a destination that is external to the computer network?**
- Encrypt it first by putting the word [secure] in the subject line, using square brackets.
 - Encrypt it first by putting the word {secure} in the subject line, using curly brackets.
 - Place the words “private and confidential” in the subject line.
- 8. Patient information that is protected (PHI) by HIPAA federal laws and practice policy includes:** *Choose all that apply.*
- Lab results
 - Surgery and medications
 - Mental Health history
 - Other past, present, and future conditions listed in chart
- 9. How should an employee report a suspected privacy or security breach?** *Choose all that apply.*
- Tell your supervisor or privacy officer
 - Fill out an occurrence report.
 - Keep it to yourself so as not to make waves.
 - Take it upon yourself to tell the patient that his/her privacy was breached.
- 10. Which of the following is a correct way to lock a computer?** *Choose all that apply.*
- If you do not touch the keyboard for 30 seconds, the computer will automatically lock.
 - Press the ‘Shift’ key + the L key at the same time.
 - Press the ‘Windows’ key + the L key at the same time.
 - Press these 3 keys at the same time: Ctrl + Alt + Delete and then select the ‘Lock Computer’ option.