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?
   a. Encrypt it first by putting the word [secure] in the subject line, using square brackets.
   b. Encrypt it first by putting the word {secure} in the subject line, using curly brackets.
   c. 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.
   a. Lab results
   b. Surgery and medications
   c. Mental Health history
   d. 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.
   a. Tell your supervisor or privacy officer
   b. Fill out an occurrence report.
   c. Keep it to yourself so as not to make waves.
   d. 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.
    a. If you do not touch the keyboard for 30 seconds, the computer will automatically lock.
    b. Press the ‘Shift’ key + the L key at the same time.
    c. Press the ‘Windows’ key + the L key at the same time.
    d. Press these 3 keys at the same time: Ctrl + Alt + Delete and then select the ‘Lock Computer’ option.