Munson Medical Center – Student Orientation Quiz

\*You must score at least 85% on this quiz to take clinicals at Munson Medical Center

1. You may access the electronic medical record of a co-worker when:
2. You need to confirm if their medical leave is valid
3. You need to know which room they are in to visit them
4. You are involved in his/her care and have a job-related need to know
5. Select all TRUE statements:
	1. Employees (or students) who breach privacy could be sued, lose their license, and/or be reported to the Office of Civil Rights
	2. HIPAA laws impose greater penalties now, including large fines and potential litigation
	3. Employees (or students) who breach privacy at Munson can face discipline, up to and including termination
6. You may access a patient’s medical record when:
	1. You are related to the patient
	2. There is a job-related need to know
	3. You are very curious or concerned about a specific case or how things turned out
7. Select all that apply. Patient Protected Health Information (PHI) that is protected by HIPAA federal laws and Munson policy includes:
	1. Mental Health history
	2. Surgery and medications
	3. Lab results
	4. Other past, present, and future conditions listed in the chart
8. What two ways are appropriate to report a suspected privacy breach or security breach?
	1. Take it upon yourself to tell the patient that his/her privacy was breached
	2. Keep it to yourself so as not to get others in trouble
	3. Complete a VOICE report
	4. Tell your supervisor or contact the privacy officer listed in the hospital directory.
9. Select all that apply. Patient Protected Health Information (PHI) learned at work from staff discussions or the chart may be disclosed:
	1. On your Facebook page or via other social media
	2. In an text message or email to your friends and family
	3. To staff who have a job-related need to know
	4. With the patient’s permission, to the patient’s family and/or friends
10. Select all that apply. What does Munson policy say about leaving your computer when you are logged in?
	1. If a co-worker is close by, they can watch it for you
	2. You are responsible for everything that happens under your log in
	3. Log off or lock your computer each time you step away
	4. If you are only gone for a minute or so, no action is needed
11. Select all that apply. Which of the following are examples of privacy breaches:
	1. Visiting a patient on a restricted unit, like Maternity, without their permission / invitation
	2. Discarding anything labelled with PHI in the trashcan
	3. Accessing a chart of a co-worker you saw being treated in another department
	4. Talking about patients in an elevator while non-healthcare team members are present
12. Select all that apply. What method will appropriately lock your workstation?
	1. TAG out by touching your name badge to the TAG sensor
	2. Press Shift + L key at the same time
	3. Press Windows + L key at the same time
	4. Step away from the computer for 30 seconds and it will automatically log you out
	5. Press Control + Alt + Delete and then select the “Lock Computer” option
13. Where should you dispose of any paper that contains Protected Health Information (PHI)?
	1. The trash
	2. Biohazard bins
	3. Gray bins designated for shredding
	4. Your scrub pockets