

# 2 Privacy, Security, and HIPAA

## WORKBOOK ANSWER KEY

### Assignment 2-1 Review Questions

#### Part I Fill in the Blank

1. To provide continuous insurance coverage for workers and their insured dependents when they change or lose jobs assistant
2. Title II, Administrative Simplification
3. Clearinghouse
4.
  - a. HCPCS
  - b. ICD-10-PCS
  - c. ICD-10-CM
5. covered entity
6. business associate
7. privacy officer or privacy official
8. disclosure
9. Data that identifies an individual and describes his or her health status, age, sex, ethnicity, or other demographic characteristics, whether or not that information is stored or transmitted electronically
10. breach
11. privileged communication
12.
  - a. patients who are members of a managed care organization (MCO, and the contract allows the MCO access to their medical records for quality care and utilization management purposes
  - b. communicable disease
  - c. medical devices that break or malfunction when the Food and Drug Administration requires providers to report certain information
  - d. criminal investigations or assistance in locating a missing person, material witness, or suspect, when the police have the right to request certain information
  - e. subpoenaed records or search warrants
  - f. a patient who is suing someone and wants to protect himself or herself
  - g. a suspicious death or suspected crime victim
  - h. workers' compensation (industrial accident) cases and physician is employed by a third party (insurance company)
  - i. child abuse, elder abuse, domestic violence, or gunshot wounds
13. Notice of Privacy Practices (NPP)
14. mitigation
15.
  - a. administrative safeguards

- b. technical safeguards
  - c. physical safeguards
16. a. business associates  
b. notification of breach  
c. civil penalties for noncompliance with the provisions of HIPAA

### Part II Multiple Choice

- 17. d
- 18. c
- 19. b
- 20. a
- 21. a
- 22. c
- 23. c
- 24. b
- 25. c
- 26. d
- 27. a
- 28. a
- 29. a
- 30. c

### Part III True/False

- 31. T
- 32. F
- 33. T
- 34. F
- 35. F
- 36. T
- 37. T
- 38. F
- 39. T
- 40. T

### Assignment 2-2 Critical Thinking: Incidental Disclosure Versus HIPAA Violation

1. ID: Patient sign-in sheets are permissible as long as the reason for the visit or the patient's medical condition is not listed.
2. V: It is a HIPAA violation to let other individuals hear conversations about patients who have medical conditions that are considered confidential information.
3. V: Under HIPAA regulations, steps should be taken to have the recipient destroy the protected health (financial) information.
4. ID: Under HIPAA regulations, it is necessary to maximize efforts to avoid disclosures of protected health information throughout medical offices.
5. V: Under HIPAA regulations, it is your duty to ensure that nonstaff persons will not access patients' medical records. Place medical record charts face down at the reception areas so that the patient's name is not exposed to other patients or visitors to your office.
6. ID: You have taken and used all precautionary measures to avoid unauthorized disclosure of protected health information.

7. ID: Use care in the choice of words when leaving a voice mail message in case it was inadvertently received at the wrong number. Be sure to leave your name, office name, and return telephone number.
8. V: It is a HIPAA violation to let other individuals hear conversations about patients who have medical conditions that are considered confidential information.
9. V: Never provide information about the results of diagnostic tests to the patient or leave a voice mail message about a test. Let the physician do it.
10. ID: A patient's name may be called out in the reception room; however, some offices prefer to use first names and not call out last names. This would be considered an incidental disclosure.
11. N: Talking to your sister on the telephone does not come under HIPAA compliance regulations.
12. ID: Health care professionals may discuss a patient's condition over the telephone or in treatment areas with the patient, a provider, or a family member.
13. V: Under HIPAA regulations, it is your duty to ensure that nonstaff persons will not access patients' medical records.
14. ID: Under HIPAA regulations, leaving a voice mail message indicating it is from a medical office is considered an incidental disclosure.
15. V: It is a HIPAA violation to let other individuals hear conversations about patients who have medical conditions that are considered confidential information.
16. ID: Under HIPAA regulations, it is necessary to maximize efforts to avoid unauthorized disclosures of protected health information throughout medical offices. To overhear about an appointment would be considered an incidental disclosure.
17. ID: The patient being weighed overheard the conversation. Question to consider: Were reasonable safeguards considered, and what was the location of the scale and the location of the telephone? Seeking preapproval from an insurance company is standard procedure related to billing.
18. V: It is a HIPAA violation to let other individuals hear conversations about patients who have an appointment with your practice because this may pose a breach of confidentiality.

### Assignment 2-3 Visiting Websites

Answers will vary depending on the website the student visits. Use the information obtained in a class discussion.