

Certified HIPAA Professional (CHP) A Two-Day Instructor-Led HIPAA Training Program



The Health Insurance Portability and Accountability Act (HIPAA) is about insurance portability, fraud, and administrative simplification. In this HIPAA training boot camp we examine basics of the Administrative Simplification portion of the HIPAA legislation. We examine HIPAA Transactions and Code Sets, Identifiers, Privacy and Security. It is this provision of the HIPAA regulation that is the watershed legislation for health-care information systems.

This HIPAA provision is resulting in substantial changes in business development processes, policies and procedures for all covered entities – providers (hospitals, laboratories, and pharmacies), clearinghouses and payers.

Learning Objectives

This Certified HIPAA Professional certification training helps you better understand HIPAA's Administrative Simplification Act as well as how to create a framework for initiating and working towards a blueprint for HIPAA compliance. From this boot camp you will learn the following about HIPAA:

- Understand why HIPAA requirements will cause significant changes in policies, procedures and processes within the organization in the handling of patient records.
- Examine how implementing HIPAA will affect the way healthcare entities organize and staff to achieve and monitor compliance with patient privacy/confidentiality needs.
- Step through qualifications and positioning strategies for a Chief Privacy Officer and requirements for a Chief Security Officer.
- Learn why HIPAA compliance is better focused as a business issue than as an IT issue, although IT will play a major role in implementing compliant systems.
- Review specific requirements and implementation features within each security category.

Step through how to plan and prepare for HIPAA compliance. HIPAA is about awareness first, assessment second and finally action focused on gaps identified.

Prerequisite Requirements

There is no prerequisite for this course. CHP is level 1 of HIPAA Certification. No other educational qualifications required.

Target Audience

The focus of the program is to better understand the implications of HIPAA legislation and identify critical compliance requirements for your business.

The program is designed to focus on specific aspects of the HIPAA Administrative Simplification Title. It addresses HIPAA requirements in the areas of Transactions, Privacy and Security. It is strongly recommended that all key members of the enterprise HIPAA team attend this two-day boot camp so that a common body of HIPAA knowledge may be established. This will provide the base line to launch HIPAA implementation initiatives.

The complete two-day Certified HIPAA Professional training class program is ideal for Healthcare Executives, Senior Clinicians, Chief Information Officers, Lawyers, Compliance Officers, Privacy and Security Officials, Quality Assurance and Risk Managers, Insurance Executives, Physicians and Office Managers, Pharmaceutical Company Executives, and Clinical Trial Organization Professionals.

Client Testimonials

“The content of this course was extremely valuable and will drive significant change in our organization. In addition, the material was well structured, the instructor was very knowledgeable and the presentation was engaging.”

*Caleb Merriman
Guidant Corporation*

“The course material was very thorough and organized. The instructor was incredibly well-prepared and full of energy. The class was a very valuable use of my time.”

*Chris Heuman
Northwest Community Hospital*

Course Outline

Module 1: HIPAA at a Glance

- Estimated Implementation Costs
- Compliance Challenges
- HIPAA Rules
- Business Associate Test
- Covered Entities and Business Associates
- Violations
- Penalties
- State Laws
- Privacy and Security Acts - Differences
- Implementation Deadlines

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Module 2: Transactions and Code Sets

- Code Sets
- Other Services
 - ANSI ASC X12N Standards
- Pharmacy Transactions
- NPI, EIN, NplanID, and NHI
- National Provider Identifier (NPI)
- National Health Plan Identifier (NPlanID)
- National Health Identifier for Individuals (NHI) (Suspended)

Module 3: Privacy Act

- Using and Disclosing PHI
- Forms Required by HIPAA
- Unique Release Situations
- Non-Business Associate
- Employers
- Government Access to PHI
- Minimum Necessary Standard
- Privacy Rule Details
- Co-Workers

Module 4: Security Rule

- Computer Threats
- Administrative Safeguards
- Contingencies and Information Access
- Training
- Backup and Recovery
- Site Surveys
- Physical Safeguards
- Technical Safeguards
- Encryption and Decryption Description

Credit Given for Certain Security Certifications

The fast track is available only for students that attend Instructor Led Training.

HIPAA Academy recognizes the breadth of security content that must be mastered to attain certain security credentials. The critical requirements for credit to be given for certain security certifications include all three points describe here:

1. The student must attend the CHP class from a HIPAA Academy Authorized Training Partner (ATP)
2. The CHP class must be delivered by a HIPAA Academy Certified Instructor (HACI) AND
3. The student successfully passes the CHP exam

Then the HIPAA Academy will award the student the CHSS™ certification credential without the student having to take the CHSS™ exam.

Certified HIPAA Professional (CHP) Program

- 1) CISSP/SSCP from (ISC)²
- 2) SCNP/SCNA from SCP
- 3) Security+ from CompTIA
- 4) CISA/CISM® from ISACA

Total Administrative cost: \$15

[Download Application Form](#)

To receive the CHSS™ certification, please send the following materials to the address listed below:

- a copy of your CHP certificate
- a copy of one of your security certifications included in the list above
- the name of your HACL instructor, date you took the class, and the location of the class;
OR
- the name and address of the ATP training center, and the date you took the class

HIPAA Academy - Certificate Issue Dept.
14225 University Ave, Suite #240
Waukee, IA - 50263
Fax: (515) 453-8471

Exam Objectives

Introduction

The Certified HIPAA Professional (CHP) exam validates knowledge and skills in the core areas of HIPAA Administrative Simplification legislation, Transactions and Code Sets Requirements, Privacy Requirements and Security Requirements. To schedule your exam, please visit www.hipaacertificationonline.com. For practice exams, please visit www.measureup.com.

Exam Grid

Exam Name	Number of Questions	Time Allowed	Passing Score	Exam Format
CHP	60	60 Minutes	75%	HIPAA Certification Online

Exam Fees

The Certified HIPAA Professional (CHP) exam fee is \$495. Exam fees are not included in training costs.

Distribution of Questions

The Certified HIPAA Professional (CHP) Exam is based on 4 Areas. The percentages of each domain in the exam are defined in the following Table:

Examination Areas	Percentage of Exam
1.0 - HIPAA Administrative Simplification Overview	12 %

Certified HIPAA Professional (CHP) Program

2.0 - HIPAA Transactions and Code Sets	28 %
3.0 – HIPAA Privacy	30 %
4.0 – HIPAA Security	30 %
Total	100 %

Important Note: All Percentages are Approximate and Subject to Change at any time.

Training Options

The two-day Certified HIPAA Professional (CHP) program is delivered nationally at several locations in the United States. Call the HIPAA Academy at 515.453.8247 x20 for more information.

Bring HIPAA Academy training, certification and executive briefs to your site for a private class. HIPAA Academy will customize the session to meet your specific requirements and time frames.

Exam Registration

The **Certified HIPAA Professional (CHP) exam is administered online through the HIPAA Certification Online** and can be taken 24 hours a day, anywhere in North America.

Please follow the link to HIPAA Certification Online (<http://www.hipaacertificationonline.com/registration.html>) and register as a new user. Be sure to fill out the contact information so your CHP certificate can be mailed to you after successfully completing the exam.

The testing fee of \$495 can be made with a credit card via a secure Web page.

If you have questions or problems please contact HIPAA Certification Online Customer Care at 1.888.596.0933 Monday-Friday, 9 AM - 5 PM PST or e-mailing Registration@HIPAACertificationOnline.com.

Exam Retake Policy

If the candidate does not pass the CHP certification examination, he or she may register to take the certification examination online at a discount of \$100.

Certification Renewal

Candidates who tested prior to June 20, 2003 must take and pass the current CHP exam in order to re-certify. Requirements for candidates who tested after June 20, 2003 are pending. For complete detail please visit <http://www.hipaacademy.net/hipaacertification/certificationrenewal.html>.

About the Trainer:

Lorna L. Waggoner, Certified HIPAA Professional CHP

Lorna Waggoner is an expert in HIPAA with over six years of HIPAA experience. Lorna has delivered HIPAA requirement education to audiences that have included the State of Oregon, State of Iowa, the U.S. Department of Veterans Affairs and various healthcare providers. Lorna is an exceptional speaker that engages every audience. Her past experience includes 14 years in the telecommunications industry, owning her own training franchise teaching technical and computer related courses and raising a family. As the Director of Business Development for ecfirst.com home of the HIPAA Academy she has been instrumental in developing and delivering the Certified HIPAA Professional program which is endorsed by the American Hospital Association (AHA).



About ecfirst.com

ecfirst.com home of the HIPAA Academy is the gold standard in the industry for HIPAA consulting, training and certification. HIPAA Academy delivers solutions in the areas of HIPAA Professional Services, HIPAA Advisory Services, HIPAA Risk Analysis, Gap Analysis, Security Policy development, HIPAA Audit and Evaluation and HIPAA Training and Certification. HIPAA Academy clients include several state governments, including the State of Oregon and Illinois, as well as many county governments.

The ecfirst.com business model is client-driven. Every engagement with our client results in a delivery team that brings in not just expert domain knowledge but exceptional industry and associated regulatory compliance experience.

The typical ecfirst.com client is a medium to large-sized organization in industry verticals that include financial, health care and government (state, county, and federal). Having successfully completed many projects, ecfirst.com is positioned to assist you the specific areas of:

- IT Infrastructure Management
- Web Application Development
- Information Security
- Vulnerability Assessment (Penetration Testing)
- Managed Security Services including 24x7 Nationwide Network Monitoring
- Regulatory Compliance (HIPAA, Sarbanes-Oxley, FISMA)
- Risk Analysis
- Audit & Evaluation
- Contingency Planning & Business Impact Analysis (BIA)
- Disaster Recovery Consulting
- Staffing
- Project Managers
- HIPAA Security Officers and Professionals
- Business Continuity Professionals
- Web Architects and Senior Developers

ecfirst.com GUARANTEE

- The team will include certified professionals with credentials such as CISSP, Security+, CHP and CHSS.
- The project will be driven based on the regulatory compliance requirements of the HIPAA Security Rule.
- The project will strongly be influenced by industry accepted standards and publications that include HIPAA and the NIST and the ISO 17799.

Hospitals Trust the American Hospital Association (AHA)

American Hospital Association (AHA) has exclusively endorsed ecfirst.com's HIPAA training solutions. Every business day we are delivering HIPAA solutions, both training and consulting, to hospitals across the United States. Our organization introduced the first program in the industry to comprehensively cover the HIPAA regulation. Our HIPAA training and certification programs have been attended by hundreds of organizations and thousands of professionals. Our clients include the U.S. Army, U.S. Air Force, U.S. Coast Guard, U.S. Department of Homeland Security, many state and county governments and hundreds of hospitals, long term care, assisted living and other organizations.



Hospitals Trust ecfirst.com Healthcare

Why trust managed services from ecfirst.com Healthcare? Because when we deliver services, we bring not just a technology solution, but an in-depth understanding of hospitals as well as deep knowledge of compliance requirements. We believe that business and technology challenges need to be aligned to achieve success with projects and initiatives on a continual basis. We only include credentialed, experienced professionals in our engagements.

ecfirst.com Healthcare Clients

Alameda County Medical Center
BSA Hospital
CGH Medical Center
Children's Hospital & Research Center at Oakland
Condell Health Network
Edward Hospital and Health Services
Hammond-Henry Hospital
Hospital Perea
Madigan Army Medical Center
Memorial Healthcare System
Skilled Healthcare
Mercy Medical Center
Native American Health Center, Inc.
North Broward Hospital District

Northwest Community Healthcare
Passavant Hospital
Picken County Medical Center
Provena Health
Richland Memorial Hospital
RML Specialty Hospital
Rockford Health System
Samaritan Hospital
Sarah D. Culbertson Memorial Hospital
Shriners Hospital for Children
Shriners Hospitals for Children, Chicago
Siskin Hospital for Physical Rehabilitation
St. Anthony's Hospital
The Children's Hospital of Philadelphia

Partner to the Illinois Hospital Association (IHA)

The HIPAA Academy is proud of being exclusively selected by the Illinois Hospital Association (IHA) as its strategic partner for delivering HIPAA security compliance services.

"To assist Illinois health care providers with the security requirements of the Health Insurance Portability and Accountability Act (HIPAA), Association Management Resources (AMR), an affiliate corporation of the Illinois Hospital Association (IHA) has selected HIPAA Academy (www.HIPAAAcademy.Net) as its strategic partner for delivering HIPAA security compliance services. AMR selected HIPAA Academy as a provider for HIPAA security compliance services, which include HIPAA Risk Analysis, Vulnerability Assessment, Security Policies, Remediation, Advisor services, e-learning, HIPAA Training & Certification and HIPAA evaluation & audits."

"The AMR believes the HIPAA Academy's 'Seven Steps to HIPAA Security Compliance™' methodology exceeds the requirements of the HIPAA Security Rule and more than adequately safeguards Protected Health Information on behalf of patients," stated Brian Foster, President of AMR. "The HIPAA Academy's methodology is an excellent framework to consider as member hospitals launch HIPAA security initiatives and activities. AMR is working closely with the HIPAA Academy to help members address HIPAA Security Rule requirements such as risk analysis, security policies and training."

Illinois Hospital Association (IHA)

Endorsed by the American Hospital Association (AHA)

The HIPAA Academy is proud of being exclusively selected by the American Hospital Association (AHA) as its strategic partner for delivering HIPAA Training and Certification.



The American Hospital Association (AHA) has endorsed solutions from ecfirst.com, Inc.'s (ecfirst) HIPAA Academy as a resource for training and certification to help hospitals comply with the newly enacted Health Insurance Portability and Accountability Act (HIPAA) security regulations.

The HIPAA security regulations require certain healthcare payers, providers and healthcare clearinghouses to establish procedures and mechanisms to protect the confidentiality, integrity and availability of electronic protected health information (EPHI), and to ensure the restoration of lost data. Acquisition of expert knowledge on the regulations and understanding applicable solutions options for complete compliance can be a challenge to resources at hospitals and other healthcare providers, yet HIPAA is a federal requirement and not an option for all covered entities.

While compliance with the security rule cannot be achieved through new information systems alone, the AHA is pleased to bring additional HIPAA resources to the forefront for its members. Achieving compliance will require attention from a hospital's compliance, legal, and information technology departments.

After an intense evaluation, the AHA selected ecfirst.com, home of the HIPAA Academy, because of its subject-matter expertise in healthcare, the technical excellence and depth of its HIPAA training and certification programs, and its strong track record in serving the healthcare marketplace.

United States Department of Veterans Affairs

“HIPAA Academy is one of the finest educational organizations with whom I have had the pleasure to work. The staff are extremely knowledgeable and experienced both in private sector and government sector security legislation” stated Lydia Duckworth, HIPAA Security Project Manager for the VA.

Uday ‘Ali’ Pabrai, CEO of HIPAA Academy, was involved in the project from the beginning and delivered the security training. “During our work together, Ali Pabrai was able to impart best practices for developing disaster recovery plans, the technical specifications for public key infrastructure and other encryption based solutions, wireless security requirements and the general state of HIPAA Security compliance.”

“I welcome the opportunity to work with HIPAA Academy again in the future and would recommend this organization to anyone looking to develop security or privacy training tailored to their particular environment whether you are a healthcare organization or a business associate of a health care organization”, said Duckworth.

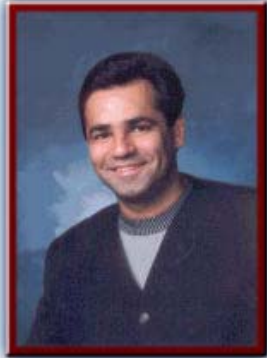
ecfirst.com Healthcare Commitment

Our responsibilities include, but are not limited to, performing the following tasks:

- Communicate the HIPAA Security Rule Specifications
- Meet business stakeholders to ensure their needs are incorporated into the business specifications
- Identify business processes impacted by HIPAA Security Rule compliance
- Work with programs within your organization to communicate how HIPAA Security Rule requirements would fit into the business environment
- Interview appropriate technical and business users
- Identify internal entities responsible for maintaining technical components and environments and
- Report to the client Compliance Project Manager during the engagement on project issues and status

HIPAA Academy Program Architect

Uday Ali Pabrai, CISSP (ISSAP, ISSMP), CSCS™, is the chief executive of ecfirst.com, an Inc. 500 business and an organization exclusively endorsed by the American Hospital Association (AHA). A highly sought after information security and regulatory compliance expert, he has



successfully delivered solutions on healthcare information technologies to organizations across the United States. Author of *The Art of Information Security*, he developed a unique security methodology called, BizShield™: The Seven Steps to Enterprise Security™. BizShield™ today provides the framework for many security initiatives at several client organizations. Mr. Pabrai is the author of the executive brief, [The Disruption of Healthcare: Forces of Technology and Genetics Forever Change Healthcare.](#)

He has delivered highly tailored security solutions to hundreds of clients across several industries.

Mr. Pabrai was the creator of the world's most successful Internet skills certification, CIW. Mr. Pabrai also established the industry's first certification program on HIPAA - Certified HIPAA Professional (CHP) and Certified HIPAA Security Specialist™ (CHSS™). He recently launched the Certified Security Compliance Specialist™ (CSCS™) program. Mr. Pabrai is the co-creator of the Security Certified Program (SCP) – a program approved by the U.S. Department of Defense Directive 8570.1M and one of the industry's most comprehensive hands-on information security certification program.

Mr. Pabrai has presented keynote and other sessions at several conferences, including ISSA, HCFA, HIPAA Summit, Internet World, DCI Expo, Comdex, Net Secure, Nurse Practitioners Conference, National Council for Prescription Drug Programs (NCPDP), National Council for State Board of Nursing (NCSBN) IT Conference, and many others. He has delivered fast paced, high energy briefings in many cities worldwide including New Delhi, Bangalore and Mumbai (India), Tsukuba City (Japan), Dubai (UAE), Karachi and Lahore (Pakistan), London (UK), and across the United States.

Mr. Pabrai's clients have included hundreds of hospitals, long term care facilities, Microsoft, Kemin, Intuit, Pella, Principal Financial, U.S. Naval Surface Warfare Center, U.S. Defense Intelligence Agency, U.S. Department of Veteran Affairs, as well as numerous federal, state and county governments.

His career was launched with the U.S. Department of Energy's nuclear research facility, Fermi National Accelerator Laboratory in Chicago. During his career, he has served as Vice Chairman and in several senior Officer Positions with NASDAQ-based firms. Mr. Pabrai is a member of the U.S. FBI InfraGard.