



## Program Testimonials

*"I discovered ecfirst, Home of the HIPAA Academy, when I made an application to the National HIPAA Summit in Washington DC. As part of the application process, HIPAA Academy's HIPAA certification courses were offered. The price was very competitive and I could regulate how quickly or slowly I took the course. I took ecfirst's Certified HIPAA Administrator™ (CHA™) course and exam. The course instructed the learner in the basics of HIPAA Privacy and Security."*

**Peg Tanner**  
**HIPAA Chief Privacy Officer**  
**State of Illinois, Department of Human Services**

*"The HIPAA Academy has given me a lot of valuable information as to where my company falls into the HIPAA scheme of things. The CHA™ class gave me valuable information, tools, and direction as to the steps to take towards compliance."*

**Terri Brown**  
**Halvorson Trane**

*"The Certified HIPAA Administrator™ is a good course. I found out a lot of great information in a short period of time. Very worthwhile."*

**Tom Edgeton**  
**MediNotes**

*"Everyone needs the Administrator course!"*

**Cathy Halston**  
**MediNotes**

*"I now have a much better understanding of HIPAA privacy and terms. I will have more confidence in speaking about HIPAA with my clients after taking the Administrator class."*

**A MediNotes Account Executive**



## Certified HIPAA Administrator<sup>TM</sup> (CHA<sup>TM</sup>) Course Description

The Health Insurance and Portability and Accountability Act (HIPAA) is about insurance portability, fraud, and administrative simplification. In this 1-Day HIPAA Administrator boot camp we examine the impact of the legislation from the perspective of end users, such as nurses and administrators, responsible for delivering and supporting healthcare related services.

### Learning Objectives

From this training you will learn the following about HIPAA:

- ◆ Overview of the HIPAA legislation and its impact on patients, providers and payment services.
- ◆ Understand changes that impact patient and medical records.
- ◆ Examine requirements for privacy of patient and payment information.
- ◆ Analyze templates to get started with privacy compliance requirements.
- ◆ Examine key steps such as Gap Analysis and Remediation to initiate Privacy Rule-related projects and activities.

Candidates will know what resources they should access to obtain information and to follow the regulatory process. They will be able to effectively participate in a HIPAA program at their organization. Validate your employees' HIPAA skills and knowledge as an end user. Get your administrative staff certified as a HIPAA Administrator.

### Target Audience

1. Administrators of medical providers
2. Key senior level employees in healthcare providers
3. Nurses
4. Key senior managers in any organization that handles healthcare data.
5. Healthcare senior executives
6. Healthcare service bureau executives
7. Chief Information Officers of covered entities
8. Insurance company senior executives
9. Business Associates to covered entities

## The CHA<sup>TM</sup> Exam

The Certified HIPAA Administrator<sup>TM</sup> (CHA<sup>TM</sup>) exam validates knowledge and skills in the core area of HIPAA Administrative Simplification with emphasis in the Privacy Rule requirements.

### Exam Grid

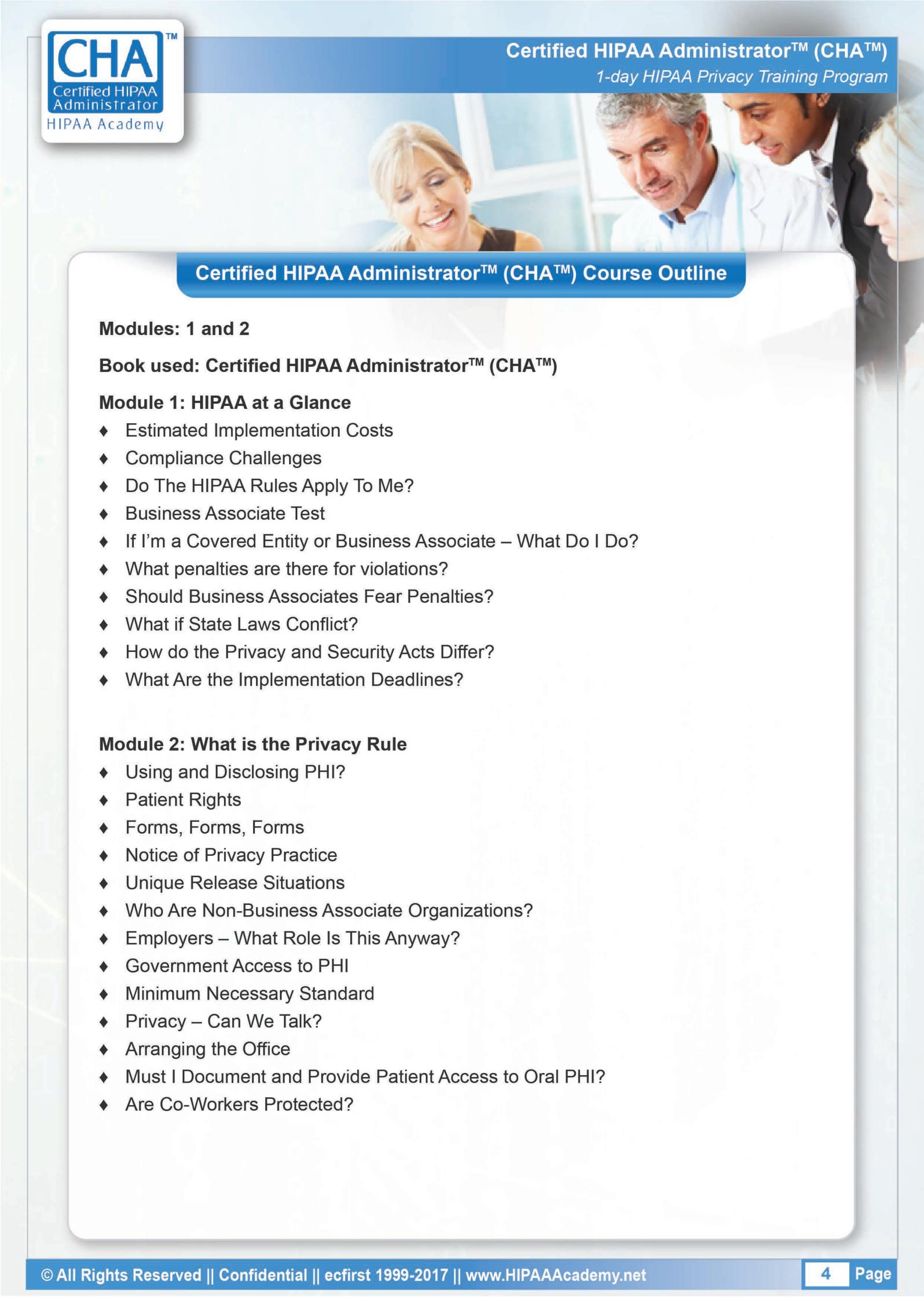
Exam Name	Number of Questions	Time Allowed	Passing Score
CHA <sup>TM</sup>	40	60 Minutes	75%

### Distribution of Questions

The Certified HIPAA Administrator<sup>TM</sup> (CHA<sup>TM</sup>) Exam is based on 2 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	30%
2.0 - HIPAA Privacy	70%
<b>Total</b>	<b>100%</b>



**Certified HIPAA Administrator<sup>TM</sup> (CHA<sup>TM</sup>) Course Outline**

**Modules: 1 and 2**

**Book used: Certified HIPAA Administrator<sup>TM</sup> (CHA<sup>TM</sup>)**

**Module 1: HIPAA at a Glance**

- ◆ Estimated Implementation Costs
- ◆ Compliance Challenges
- ◆ Do The HIPAA Rules Apply To Me?
- ◆ Business Associate Test
- ◆ If I'm a Covered Entity or Business Associate – What Do I Do?
- ◆ What penalties are there for violations?
- ◆ Should Business Associates Fear Penalties?
- ◆ What if State Laws Conflict?
- ◆ How do the Privacy and Security Acts Differ?
- ◆ What Are the Implementation Deadlines?

**Module 2: What is the Privacy Rule**

- ◆ Using and Disclosing PHI?
- ◆ Patient Rights
- ◆ Forms, Forms, Forms
- ◆ Notice of Privacy Practice
- ◆ Unique Release Situations
- ◆ Who Are Non-Business Associate Organizations?
- ◆ Employers – What Role Is This Anyway?
- ◆ Government Access to PHI
- ◆ Minimum Necessary Standard
- ◆ Privacy – Can We Talk?
- ◆ Arranging the Office
- ◆ Must I Document and Provide Patient Access to Oral PHI?
- ◆ Are Co-Workers Protected?



## Frequently Asked Questions (FAQs)

### 1. What is the prerequisite for CHA<sup>TM</sup> course?

There is no prerequisite for this course because CHA<sup>TM</sup> is the first level of HIPAA certification. As such CHA<sup>TM</sup> is a subset of the CHP Certification. No other educational qualifications required. If you plan to pursue CHP then you should not take the CHA<sup>TM</sup> certification, but consider the CHP certification program directly.

### 2. Who is the target audience for CHA<sup>TM</sup> certification?

1. Administrators of medical providers
2. Key senior level employees in healthcare providers
3. Nurses
4. Key senior managers in any organization that handles healthcare data.
5. Healthcare senior executives
6. Healthcare service bureau executives
7. Chief Information Officers of covered entities
8. Insurance company senior executives
9. Business Associates to covered entities

### 3. What is the difference between the CHA<sup>TM</sup> and CHP certification?

The CHA<sup>TM</sup> training provides a high level overview of the requirements and impact of the HIPAA Privacy Rule legislation and regulations on any organization that retains to Protected Health Information. The CHA<sup>TM</sup> course examines the impact on patients, providers, and payment services. It also presents a high level overview of the HITECH Act and the HIPAA final rule. The CHA<sup>TM</sup> course is the first day of the CHP course.

### 4. How can I study for my certification?

You can prepare for your certification in three different ways:

1. Instructor-led Training Cost \$695\*
2. Online Course & Exam \$745
3. Self-study through CHA<sup>TM</sup> certification study kit \$655

\* This cost does not include exam fees.

### 5. My busy schedule does not allow me to attend CHA<sup>TM</sup> Instructor-led training. How can I prepare for the CHA<sup>TM</sup> exam?

You should buy the self-study CHA<sup>TM</sup> certification kit from the HIPAA Academy. This is the same study material used in the instructor-led training.



**6. What is the cost of CHA<sup>TM</sup> exam?**

\$495.

**7. Where can I take the CHA<sup>TM</sup> exam?**

The exam is available online. You can take this test from anywhere at any time. For more information, please visit [here](#).

**8. What is a CHA<sup>TM</sup> exam voucher?**

The CHA<sup>TM</sup> exam is available to you online for up to 6 months. We call this a “voucher”; however you must pre-pay for the exam.

**9. What is the exam retake policy for CHA<sup>TM</sup>?**

If the candidate does not pass the CHA<sup>TM</sup> certification examination, he or she may register to take the certification examination online for \$395. Please call +1.515.460.3481 to register for the re-take. You can register [here](#).

**10. How can I register for CHA<sup>TM</sup> Instructor-led training?**

You can register by visiting our [Online Store](#); where you can register and pay via credit card. To pay through check you will need to call 515.987.4044 x17 and we will provide you with a registration form and invoice.

**11. How can I receive study material for Instructor-led training of CHA<sup>TM</sup> before the class?**

All material is delivered on the 1st day of class.

**12. After passing the CHA<sup>TM</sup> exam when will I receive my certificate?**

The certificate will be sent to you by the HIPAA Academy. If it is not received within 3 weeks of passing the exam, please contact: [Karen.Durbin@ecfirst.com](mailto:Karen.Durbin@ecfirst.com).

**13. Do I need to renew my CHA<sup>TM</sup> certification?**

The CHA<sup>TM</sup> certification is valid for three years. Recertification costs \$495 and you will get an updated copy of the CHA<sup>TM</sup> manual and a new certificate. If you do not renew your certification within the three year period you will be required to retake the CHA<sup>TM</sup> exam and pay \$495.

## ecfirst Facts

- ✓ Established in 1999
- ✓ Clients in all 50 U.S. States
- ✓ Global experience includes Philippines, India, Middle-East, Canada, Africa
- ✓ Industry experience includes healthcare, IT, finance, government, and legal
- ✓ Privately held
- ✓ Unconditional guarantee for services delivered

### Security Risk Assessment

Conduct a comprehensive risk assessment to identify compliance gaps and security vulnerabilities. Services also include vulnerability assessment and penetration testing.

### On-Demand Consulting

Immediately add resources, off-site or on-site, to jumpstart compliance and security projects. Flat rate pricing.

### Managed Compliance. Managed Security

Fixed monthly fee for a one, two, three, or five year period, to manage compliance and information security projects. Includes security risk assessments, policy/procedure development, training, consulting, remediation, certification, and more.

### HITRUST Assessment & Certification

**HITRUST** Jump-start your requirements to address the HITRUST CSF requirements with specialized ecfirst solutions for self-assessment, validation, and certification. With knowledge transfer every step of the way, ecfirst is positioned to be your trusted partner to manage HITRUST CSF assessments, including certification. ecfirst is a PCI QSA.

## Client Testimonials

"Nixon Peabody retained the services of Ali Pabrai, MSEE, CISSP as an expert in information security. Found Mr. Pabrai and his firm, ecfirst, as exceptionally responsive in supporting all our activities as requested on a timely and professional manner. His insight was valued and of significance."

**Linn F. Freedman, Partner**  
Nixon Peabody LLP

"Prime Healthcare and its network of 40+ hospitals is excited to have partnered with an organization – ecfirst – that is recognized in the healthcare industry as a leader devoted to enabling health systems to continually address information privacy and security regulatory requirements."

**Prime Corp.**

"ecfirst has demonstrated dedication to ensuring that project goals were met or exceeded every step of the way. I strongly recommend ecfirst to anyone in need of similar services."

**Doug Springmeyer**  
State of Utah, Attorney General's Office

## Training & Certification



Fast track program for end users to learn the basics of HIPAA and HITECH regulations, including the HIPAA Privacy Rule.



Industry's first & most comprehensive program on HIPAA and HITECH. Covers everything HIPAA, including Transactions Code Sets, Privacy, Security and Breach Notification.



World's first program focused on compliance regulations and cyber security. Covers ISO 27000, PCI DSS, NIST, FISMA, HIPAA, and more.



First executive training program designed to enable development of a cyber security program in the class.

### ISO 27000 Workshop

In-depth review of ISO 27000, 27001, & 27002.



Complimentary Brief! Schedule Today.



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