



SCORE: _____

Name: _____
(Please Print)

Employee ID # _____

Signature: _____

Date: _____

Mark the best answer to each question. Your name and ID number must be included in order to be credited with completing this mandatory educational module.

1. It is okay to share my password with co-workers as long as it is protected from patients and visitors to the office.
 True False
2. It is much better to choose a password that I can remember like my birthday or my child's name than one with too many letters and numbers that I may forget.
 True False
3. Patients and visitors to the office have access to _____.
 - a) Fax machines
 - b) Copiers
 - c) Computers/tablets
 - d) None of these
4. Personal information about a patient can be faxed with or without a cover-sheet.
 True False
5. Offices containing computing equipment that store personal health information must be locked when not occupied
 True False
6. What does "HIPAA" stand for? _____.
 - a) Health Insurance Portability and Accountability Act
 - b) Healthcare Industry Privacy and Accountability Act
 - c) Health Insurance Privacy and Administration Act
 - d) None of these
7. What does PHI stand for?
 - a) Processing Healthcare Information
 - b) Patient Health Industry
 - c) Protected Health Information
 - d) Promising Healthcare Information
8. Which one of these is an example of PHI?
 - a) Covered transactions (eligibility, enrollment, health care claims, payment, etc.) performed electronically.
 - b) Information about past or present mental or physical condition of a patient.
 - c) Information that can be used to identify a patient.
 - d) All of these.



9. When can you use or disclose PHI?
 - a) For the treatment of a patient, if that is part of my job
 - b) For obtaining payment for services, if that is part of my job
 - c) When the patient has authorized, in writing its release
 - d) All of these

10. To guard against unauthorized access to electronic Protected Health Information (ePHI) that is being sent via email to a non-office email address, you must encrypt the message.
 True False

11. Audit of health IT operations should be done once every three years.
 True False

12. Which answer best describes workstation security safeguards YOU are responsible for using and/or protecting? (circle only one)
 - a) User ID
 - b) Password
 - c) Log-off programs
 - d) Lock up the office or work area (doors, windows, laptops)
 - e) All of these

13. I can use my unprotected USB thumb drive to copy electronic Patient Health Information from one computer to another.
 True False

14. Computing equipment does not need to be kept up to date with anti-virus software?
 True False

15. When a patient opts-out it is okay for a practice to continue to share their personal medical information?
 True False

Keep in department file