

Please print out this test and answer the questions. This test is not formatted to be answered online. When you have completed the test, sign it and send by inter-office mail to Lynne Keller, Corporate Communications Director at the ERC Administration offices. You will receive credit for 1 hour of training and it will become part of your permanent training file.

## HIPAA, Privacy and Security Competency Test

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
Please print

### ***Please CHECK the right answer:***

- The following items are considered technology systems & equipment and fall under ERC security policies.
  - Computers
  - Therap
  - Internet
  - Email
  - All of the above
- PHI stands for:
  - Probable Health Information
  - Protected Health Information
  - Provided Health Information
- I need to dispose of a document that has PHI included. I should:
  - Tear it in half and put it in the trash.
  - Put the entire document in the shred bin at my facility.
  - Take it home and throw it away there so no one will connect it with ERC.
- HIPAA is:
  - Temporary Insurance
  - Federal law
  - An animal commonly seen in a zoo
- If an adult receives services from 2 separate organizations, it is OK for their staff to share PHI if it is for \_\_\_\_\_ or \_\_\_\_\_.
  - Treatment, payment or operations
  - Community outings, birthday parties or Medicare
  - Transportation, security breach or assessing work skills

### ***Please CIRCLE the correct answer:***

- True False** While at work, I can surf anywhere I want on the internet.
- True False** All ERC employees must protect the integrity and security of client confidential information as well as ERC equipment & systems.
- True False** Therap is a secure way to communicate with other ERC staff about behaviors, seizures, med errors or other client issues.
- True False** A person who is their own guardian has the right to authorize sharing of their PHI.
- True False** It is OK to send a text message about a client that includes PHI to another ERC employee when it has to do with their goals.

BONUS QUESTION: Who is ERC's Compliance Officer? \_\_\_\_\_

HINT: Check the front of the HIPAA brochure.

Employee Signature \_\_\_\_\_ # Correct out of 11 \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_