This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Preparing for HIPAA Compliance

Course Specifications
Course number: 088210 | **Course length:** 0.50 day(s) | **Software:** n/a

Course Description
This course is designed to provide upper-level managers and privacy officials with the information about HIPAA required to make effective decisions, create implementation plans, and prepare business associates and employees for the changes that will come. This course is most effective for organizations that are just getting started.

Target Student: Any managers, including privacy officials, who need to make HIPAA-related decisions, coordinate activities with business associates, and manage the actions of staff.

Prerequisites:

- HIPAA Awareness: Privacy & Confidentiality

- HIPAA Awareness: Security

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware/Software Requirements
You will need:

- None

Performance-Based Objectives
Upon successful completion of this course, students will be able to:

- Explain what HIPAA is and how it will impact their organization
- Describe HIPAA's goals and benefits
- Explain the privacy implications of HIPAA
- List the security implications of HIPAA
- Outline the implementation steps
- Create a preliminary implementation plan with critical action steps
- List internal and external resources for help with HIPAA-related questions and issues

Course Content

Lesson 1: Introduction
Topic 1A: HIPAA Legislation
Topic 1B: Why HIPAA?
Topic 1C: Administrative Simplification
Topic 1D: HIPAA's Intent
Topic 1E: Benefits to Organizations
Topic 1F: Failure to Comply

Lesson 2: Privacy and Confidentiality
Topic 2A: Privacy
Topic 2B: Understanding the Privacy Regulation
Topic 2C: Individual Rights Under the Regulation
Topic 2D: Administrative Procedures
Topic 2E: Other Regulations

Lesson 3: Security Standards
Topic 3A: Overview
Topic 3B: Overall Approach to HIPAA Security
Topic 3C: Ten Most Significant Threats
Topic 3D: Security Groupings
Topic 3E: Administrative Procedures
Topic 3F: Physical Safeguards
Topic 3G: Technical Security Services
Topic 3H: Technical Security Mechanisms
Topic 3I: Electronic Signature Standards
Topic 3J: Managing Risk

Lesson 4: Implementation
Topic 4A: Implementation

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (http://www.collegeafricagroup.com)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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CONTACT DETAILS

Arnold Muscat
Direct 083 778 4903
Email: sales@collegeafricagroup.com
Click to Join our Loyalty

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