HIPAA and Network Security
Curriculum

This curriculum consists of an overview/syllabus and 11 lesson plans

Overview and Syllabus

Developed by
NORTH SEATTLE COMMUNITY COLLEGE
for the IT for Healthcare Short Certificate Program

Funded by the Seattle Community-Based Health Care Partnership Project

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HIPAA and Network Security Course Syllabus

HIPAA and Network Security
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Web Site: http://facweb.northseattle.edu/lryan/

Course Overview

This class will give you an understanding of the HIPAA Privacy laws as related to your role in a healthcare setting. It will enable you to understand basic Network Security principles. The class will also give you a basic understanding of Health Informatics and its components. As I have been a Clinician for over 20 years, and working in Information Technology for over 10 years with a wide range of experience in both IT and in the Healthcare Industry (ranging from Home Health to ICU/CCU, from Helpdesk to Clinical IT Specialist) I understand this first hand. As class material may be dry, I will try to add excitement via guest speakers, web research, and multiple jokes.

Required Textbook(s): Text is not required, but I'll suggest web sites, manuals, and books for research and class assignments.


Required Materials and Aids: CL cost

Course Outline:

| Week 1: HIPAA Definition, History, and Standards |
| Week 2: PHI – What is it? Who can use it? Who can share it? |
| Week 3: HIPAA Patient Rights and Provider Rights |
| Week 4: Guest Speaker and Web Research |
| Week 5: Network infrastructure and Security Policies |
| Week 6: Intrusion Detection, Viruses, and Firewalls |
| Week 7: Email Security, Disaster Recovery, Back Ups |
| Week 8: Paper Record Security and Disposal |
| Week 9: Definition and Overview of Health Informatics |
| Week 10: Job Roles/Opportunities and Professional Organizations |
| Week 11: Guest Speaker and Project |
COURSE GRADING

As course instructor, I believe that my role is to create an exciting learning experience that will help you learn and achieve the outcome goals of this class, to clearly communicate my expectations, and to be responsive to individual learning styles and needs. It is my expectation that the student will assume responsibility for their learning by completing assignments, actively participating in class sessions and clearly communicating needs to me. You are responsible for attendance. Missed lecture and lab material may be obtained from your class members. Any behavior deemed by the instructor to be disruptive to the class may be cause for dismissal under the provisions of the Student Code of Conduct.

Upon successful completion of this course, you will be able to:

1. Define HIPAA and explain what information must be protected under the privacy laws.
2. Explain HIPAA patient rights
3. Identify consequences for non-compliance with HIPAA Regulations.
4. Define security standards regarding passwords and email.
5. Define security policies regarding network security, including definitions of authentication, VPN, Intrusion detection, Virus Software, and Firewalls.
6. Explain disaster recovery and how to handle paper record disposal.
7. Define Medical Informatics and give an overview of different Healthcare Software Applications.
8. Identify various job roles and job duties that are part of Health Informatics.
9. List Professional Organizations that support Health Informatics

There will be two examinations, several unannounced quizzes, four assignments, and two projects. Each area will be 25% of your grade. Extra Credit will be available upon request from the instructor.

Your final grade will be calculated as follows:

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Decimal grade | Letter grade equivalent
4.0 - 3.9 | A
3.8 - 3.5 | A-
3.4 - 3.2 | B+
3.1 - 2.9 | B
2.8 - 2.5 | B-
2.4 - 2.2 | C+
2.1 - 1.9 | C
1.8 - 1.5 | C-
1.4 - 1.2 | D+
1.1 - 0.9 | D
0.8 - 0.7 | D-  

NOTE: The last day to change audit/credit status is Friday, May 25. If you have stopped attending class but have not officially withdrawn or changed to audit by that date, your grade will be 0.0.
CLASSROOM POLICIES

Guidelines for Student Conduct:
You are expected to comply with student conduct policy and procedures. Information on student responsibilities and rights is available at the following website: www.seattlecolleges.com/services

Cell Phone Etiquette: To avoid disruption of class, please either turn off your cell phone or put it on silence/vibrate.

Academic Honesty: (plagiarism, exam conduct, etc.) Academic honesty is highly valued at NSCC. You must always submit work that represents your original words or ideas. If any words or ideas are used that do not represent your original words or ideas, please cite all relevant sources both in the text and in the references listing at the end of the paper.

Absence: If you anticipate being absent from class when you need to turn in an assignment, project, or take exams, you are STRONGLY encouraged to notify me in advance. Repeated absence may interfere with your work and result in a lower grade. Make-up examinations will not be given and you will need to discuss alternatives with me.

STUDENT SUPPORT SERVICES
Students are encouraged to seek campus support services when necessary to support their learning and academic progress. Refer to student handbook, brochures/flyers, or college website for information about: http://www.northseattle.edu/services/
- Educational Access Office (accommodations)
- Disability Accommodations
- Tutoring Services
- Library
- LOFT Writing Center
- Counseling
- Women's Center
- Multicultural Services Office
- Wellness Center

Classroom Diversity Statement: Respect for diversity is a core value of NSCC. Our college community fosters an optimal learning climate and an environment of mutual respect. We, the college community, recognize individual differences. Therefore, we are responsible for the content and tone of our statements and are empathetic speakers and listeners.

American Disability Act: If you need course adaptations or accommodation because of a disability; if you have emergency information to share with your instructor; or if you need special arrangements in case the building must be evacuated; please make an appointment with your instructor as soon as possible.
Exam, Assignment, Quiz, and Project Points

4 Quizzes – 25 pts each
Total = 100

2 Exams – 50 pts each
Total = 100

2 Projects – 50 pts each
Total = 100

4 Assignments – 25 pts each
Total = 100

Total Pts: 400

Your final grade will be calculated as follows:

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HIPAA and Network Security Assignments, Quizzes, Lab Time, Exams, and Project Schedule

Note: I have set up the entire curriculum for this class with weekly lesson plans allowing the instructor freedom of individual class times. The assignments, quizzes, exams, projects, and lab times are further explained in each weekly lesson.

Assignment Schedule:

Week 1 – JCAHO assignment
Week 3 – Healthcare Data Standards assignment
Week 7 – Security Policies assignment
Week 10 – Work Environment Scenario assignment

Quiz Schedule:

Week 2 – Quiz 1
Week 5 – Quiz 2
Week 8 – Quiz 3
Week 9 – Quiz 4

Exam Schedule:

Week 6 – Mid-Term
Week 11 – Final

Project Schedule:

Week 4 – Network Security Project
Week 11- Health Informatics Project

Lab Schedule:

Week 1 – Introduction to computers
Week 2 – How to log in, shut down, passwords, general navigation
Week 3 – Introduction to Internet Research
Week 4 – Project 1 research
Week 5 – What is the infrastructure of the school? Look at VPN, Security Profiles, etc
Week 6 – no lab, Mid Term Review
Week 7 – Lab time use for Security Policies assignment
Week 8 – Introduction to Clinical Software and Project 2
Week 9 – Identification of fields in CIS, navigation, and basic data entry
Week 10 - Introduction of 2nd Clinical Software, time for Project 2
Week 11 – Lab time use for Project 2
HIPAA and Network Security Course Overview

**HIPAA**
Definition
Clarification/History
HIPAA Security Standards
HIPAA Codes and Transaction Standards
HIPAA Privacy Standards
PHI Definition
PHI Security
  - Minimum Necessary Access
  - Incidental Uses and Disclosures of PHI
When can a Healthcare Provider create, use, or share PHI
PHI required authorization
  - Consequences for Non-Compliance of HIPAA
HIPAA Patient Rights
Understanding Healthcare Provider’s Role in Maintaining Privacy

**Network Security**
Network Infrastructure
Authentication/VPN
Security Policies (including logging off workstations)
  - Password Security
  - Sharing/Posting
  - Strong/Weak Passwords
Intrusion Detection
Firewalls
Virus Software/Malicious Software
Email Security
  - Basic Facts and Transmission Protocols
Spam Filters
Disaster Recovery and Back ups
Paper Record Security/Disposal

**Healthcare Informatics Overview**
Definition
Overview of Healthcare Information Technologies (CIS, POC, Modular Software, Integrated Software, HL7 Interface)
Healthcare Informatics Workflow (Implementations, Support, Training)
Job Roles/Opportunities
  - Application Support
  - Workflow Analysis
  - Implementation Specialist/Project Manager
Professional Organizations