



Preface

Of the many federal initiatives in the area of health care, HIPAA has arguably had the widest effect on those working in allied health. HIPAA aims to enforce national standards for the health care information that is communicated while also protecting information privacy. Its concepts affect health care claims, electronic health records, and all other forms of communication in the delivery of health care.

HIPAA for Allied Health Careers is specifically designed to teach the concepts and knowledge allied health workers must understand to correctly handle patients' protected health information (PHI) and to comply with all HIPAA regulations, including:

- › Administrative Simplification
- › Privacy Rule
- › Security Rule
- › Transactions, Code Sets, and National Identifier Standards
- › Final Enforcement Rule and Compliance to Avoid Fraud and Abuse

TO THE STUDENT

The structure and features of *HIPAA for Allied Health Careers* will help you learn the key concepts and regulations of HIPAA. The text/workbook is organized into five chapters. Each provides foundational knowledge and practical information:

- › Chapter 1, *The Goal of HIPAA: Administrative Simplification*, overviews the reasons for the federal legislation and why the rules are critically important.

- › Chapter 2, *The HIPAA Privacy Standards*, explains how to protect the privacy of health information while providing health care to patients
- › Chapter 3, *The HIPAA Security Standards*, describes the safeguards that are in place to protect health information as it is communicated
- › Chapter 4, *The HIPAA Transactions, Code Sets, and National Identifier Standards*, discusses the nationally mandated diagnosis and procedure codes as well as the formats that must be used to transmit health care claims
- › Chapter 5, *HIPAA Enforcement*, explains how government agencies enforce HIPAA and describes the steps health care providers can take to comply with HIPAA regulations

Key features are:

- › Compliance Tips—*highlight key points for actions that follow important regulations*
- › FYI boxes—*focus on interesting and involving information*
- › Internet-based activities—*reinforce the essential skills of researching and evaluating Internet sources*
- › What Is Your Opinion? Case Studies—*require critical thinking about the chapter's material*
- › Internet Resources—*provide online references for staying up to date in the future*
- › HIPAA Cautions—*focus on ways to avoid actions that do not comply with HIPAA*
- › Decision Trees and Forms—*support communication skills*

What Every Instructor Needs to Know

WELCOME TO HIPAA FOR ALLIED HEALTH CAREERS!

As you know, the field of health care is in the midst of an enormous transition from paper-based to electronic transactions, requiring protection of patients' private health information. While the demand for graduates with a background in allied health exceeds the supply, students entering the field today also need a basic understanding of how to protect health information in their work settings. That is the purpose of this text, which was developed specifically for students in allied health programs.

TEACHING SUPPLEMENTS

For the Instructor

Instructor's Manual, posted to the Online Learning Center, www.mhhe.com/NewbyHIPAA includes:

- › Course overview
- › Chapter-by-chapter lesson plans
- › Solutions
- › Correlation tables: SCANS, AAMA Role Delineation Study Areas of Competence (2003), and AMT Registered Medical Assistant Certification Exam Topics.

Online Learning Center (OLC), www.mhhe.com/NewbyHIPAA, Instructor Resources include:

- › Instructor's Manual in Word and PDF format
- › Instructor's PowerPoint® presentation of Chapters 1 through 5.
- › Electronic testing program featuring McGraw-Hill's EZ Test. This flexible and easy-to-use program allows instructors to create tests from book specific items. It accommodates a wide range of question types and instructors may add their own questions. Multiple versions of the test can be created and any test can be exported for use with course management systems such as WebCT, Blackboard, or PageOut.
- › Links to professional associations
- › PageOut link
- › Updates

For the Student

Online Learning Center (OLC), www.mhhe.com/NewbyHIPAA includes additional chapter quizzes and other review activities.



Acknowledgments

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