

# *Certificate of Completion*

## **HIPAA Masters Training**

The HIPAA Group, Inc. hereby presents

**Raimundo Rodulfo**

of

*With this Certificate, in recognition of successful completion of this program*

*Awarded this date: December 05, 2014*



HIPAA Group Training Officer



### *Below are your free HIPAA Awareness Cards!*

Print these cards and keep them handy  
as a daily reminder to keep PHI safe and secure.

► To print only your Certificate, check your printer settings and print "page 1" only. ◄

#### **Ten Points of HIPAA Privacy**

1. Protect PHI at all times. Never access records of family, friends, or others unless authorized.
2. Access, use, or provide only the minimum necessary PHI needed for a task or request.
3. Cover, turn over, or lock up PHI that is not in use.
4. Report accidental disclosures of PHI to your HIPAA Officer or Supervisor.
5. Don't discuss PHI or patients outside of work under any circumstances.
6. In emergencies, put patient care ahead of all else – even HIPAA.
7. Dispose of PHI according to current Policies and Procedures. Never dump un-shredded PHI.
8. When discussing PHI around others, lower your voice or move to a more private area if possible.
9. Protect PHI on computers, cell phones, fax machines, PDA's, and other electronic devices.
10. If you have a privacy or security question, ask your HIPAA Officer or Supervisor.



[www.HIPAAstore.com](http://www.HIPAAstore.com)

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Phone 888-494-6987

#### **Ten Secrets of HIPAA Security**

1. Protect ePHI at all times. Never access records of family, friends, or others unless authorized.
2. Beware of hackers and scammers impersonating staff. Verify identities before giving access.
3. Use strong pass-phrases and timer-based screen savers on all computers and workstations.
4. Never leave files and documents containing ePHI open and unattended if you walk away from them.
5. Always scan for viruses, spyware, and other threats before installing new data or programs.
6. Use encryption for emailing ePHI or don't email it.
7. Always file, lock, shred, or properly dispose of ePHI. Never dispose of "readable" ePHI.
8. Protect ePHI on computers, cell phones, PDA's, fax machines, portable storage media, etc.
9. Immediately report security violations to your HIPAA Officer or Supervisor.
10. If you have a privacy or security question, ask your Supervisor or HIPAA Officer.



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