



HIPAA Textbook Unit Matrix – Role Based Training Business Associates – Billing Agencies

Unit Subject	File Name	Job Role
HIPAA Administrative Provisions Introduction	UNIT 1	All staff
Transaction & Code Set Introduction	UNIT 2	IT staff, billing and claims processing staff, billing reconciliation staff
ANSI & NCPDP Transaction Sets	UNIT 3	IT staff, billing and claims processing staff, business EDI staff, staff responsible for submitting and receiving transactions (from and to providers, clearinghouses and payers)
Code Sets & Identifiers	UNIT 4	IT staff, billing and claims processing staff, business EDI staff, reconciliation staff, staff responsible for submitting and receiving transactions (from and to providers, clearinghouses and payers)
HIPAA & eHealth – Privacy & Security Requirements	UNIT 5	Senior management (planning overview information only), IT staff, billing and claims processing staff(IT and business), administrative and IT staff maintaining or with access to PHI, privacy and security staff, call center staff (primarily overview section only)
HIPAA Privacy Rule Overview	UNIT 6	All staff
Privacy Rule Organizational & Individual Relationships, Rights & Responsibilities	UNIT 7	Compliance staff, privacy officer and staff, legal, IT staff responsible for vendor management, business staff responsible for vendor management, business development staff, management and staff responsible for submitting and receiving transactions (from and to providers, clearinghouses and payers)
Privacy Rule Notice of Privacy Practices	UNIT 8	All staff
Privacy Rule Uses & Disclosures of Information	UNIT 9	All staff in a position to use or disclose PHI
Privacy Rule Safeguards	UNIT 10	All staff in a position to use or disclose PHI
HIPAA Security Rule Overview	UNIT 11	All staff
Security Rule Threats & Technology Options	UNIT 12	IT security staff, IT management, compliance staff, audit staff, senior management responsible for technology investment approval
Security Rule Administrative Safeguards - Advanced	UNIT 13	Management responsible for administrative security management enforcement, policy development, etc. and IT staff



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Security Rule Physical Safeguards - General	UNIT 14	All staff
Security Rule Physical Safeguards - Advanced	UNIT 15	Facilities management, contingency planning team, general management, IT staff responsible for hardware location management
Security Rule Physical Safeguards – Data & Media Management	UNIT 16	Management supervising staff storing PHI on data media, IT staff responsible for issuance of media and disposal of media (including hardware with hard drives)
Security Rule Technical Safeguards - General	UNIT 17	Management supervising staff who use or disclose PHI, IT security staff, staff/management responsible for managing billing systems that store PHI
Security Rule Technical Safeguards - Advanced	UNIT 18	IT management and staff including network managers, web site developers/managers, staff responsible for e-mail and transmission of data, database administrators, etc.
Security Rule Digital Certificates & Signatures	UNIT 19	IT security staff, staff/management, compliance staff, billing related HIE planning management/staff
Security Rule Policy	UNIT 20	Management responsible for developing, implementing and enforcing policy; security officer and staff
Appendix A – Security Rule Summary	UNIT 21	All staff
Appendix B – Privacy Rule Summary	UNIT 22	All staff