



HIPAA Textbook Unit Matrix: Covered Entity

Unit Subject	Unit Name	Job Role
HIPAA Administrative Provisions Introduction	UNIT 1	All staff
Transaction & Code Set Introduction	UNIT 2	IT EDI staff, billing and claims management and staff, business EDI staff, reconciliation staff (providers & health plans)
ANSI & NCPDP Transaction Sets	UNIT 3	IT EDI staff, billing and claims management and staff, business EDI staff, coders/medical transcriptionists, staff responsible for submitting and receiving transactions
Code Sets & Identifiers	UNIT 4	IT EDI staff, billing and claims management and staff, business EDI staff, reconciliation staff (providers & health plans), coding staff (providers & health plans), medical transcriptionists, medical chart managers
HIPAA & eHealth – Privacy & Security Requirements	UNIT 5	Senior management (planning overview information only), IT EDI and eHealth staff, EHR and eHealth deployment project staff (IT and business), EHR managers, providers, administrative staff maintaining EHR/eHealth information exchange and storage, security staff
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, credentialing staff, management responsible for areas exchanging PHI with third parties, providers
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



Unit Subject	New File Name	Job Roll
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
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 locaton 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 medial devices 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, 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