

Quiz Questions

Privacy, Security, and You: Protecting Patient Confidentiality Under HIPAA, 2nd Edition

1. Physical Security includes which of the following?

- a. Locking doors and desks
- b. Keeping PHI out of view of those around you
- c. Storing computer equipment safely
- d. All of the above

2. Which of the following is the strongest password?

- a. Redsox27
- b. Pampam7
- c. W99tcR2y
- d. 112977

3. What should you tell an individual who wants to throw away pill bottles with patient information in a company trash bin at the hospital?

- a. It's fine, as long as you make sure no one sees you throw them away
- b. Make sure you properly shred the labels with patient information
- c. Make sure the labels are placed in non-transparent bags and are not visible
- d. Use recycle bins, which are more secure because they don't go out with public trash

4. What law, signed by President Obama in 2009, strengthens HIPAA enforcement?

- a. Red Flags Rule
- b. FERPA
- c. HITECH
- d. HIPAA

5. What is a good practice that will help keep your laptop secure?

- a. Never leave your laptop computer unattended if it has unencrypted PHI or other confidential information on it. Keep it out of sight and in a locked cabinet, case, or drawer.
- b. Leave your password with trusted colleagues in case they need to access your files in a crisis.
- c. Make sure the laptop is properly shut down if you have to leave it unattended.
- d. Make sure the laptop is stored in a locked car if you have to leave it unattended.

- 6. Which is the best practice when you have received a misdirected fax that includes PHI?**
- a. Leave it in the fax bin. The fax doesn't concern your patient, so it's not your problem.
 - b. Contact your supervisor or privacy officer right away so he or she can handle the incident according to your policy and procedures.
 - c. Read the patient information on the fax thoroughly and give the fax to the correct person.
 - d. Contact the patient.
- 7. A patient comes in for treatment with only his insurance card. Which is the best practice measure?**
- a. Register him because you recognize that he is a previous patient
 - b. Register him if he's on the appointment calendar
 - c. Check with a superior, who can verify the man's identity using a photo ID in the patient's record
 - d. Ask the patient to come back with a photo ID
- 8. Your relative asks you to look up another relative's condition. What is the best response?**
- a. Provide the information to your relative because she is closely related to the patient
 - b. Ask your relative to visit the hospital in person so you can hand-deliver the information
 - c. Tell your relative that you are not allowed to disclose PHI to anyone who is not authorized by the patient to view such information
 - d. Look up the information yourself and assure your relative that the patient is fine by using vague details.
- 9. It is best practice to send an unencrypted e-mail including PHI to your personal e-mail account as long as it is not addressed to anyone but yourself.**
- a. True
 - b. False
- 10. When you overhear that a former patient of yours came through surgery well, you should:**
- a. Share the news with as many staff members as you want
 - b. Keep it to yourself; it's not your patient and the information is PHI
 - c. Ask someone involved with the patient's care for the details of the case
 - d. Share the news, but only with a few staff members

Your Signature _____ **Date** _____

Print Name _____