

HIPAA Awareness Quick Guide

Professional Learning Resource • Workforce Development & Continuing Education



Privacy • Confidentiality • Professional Responsibility

A practical educational overview of HIPAA awareness and workplace privacy reminders.

This educational quick guide provides a foundational overview of HIPAA awareness, privacy reminders, confidentiality expectations, and professional handling of health information in workplace and community-based settings.

What Is HIPAA?

HIPAA stands for the Health Insurance Portability and Accountability Act. It establishes standards related to the privacy and security of protected health information (PHI). Professionals working in healthcare or support environments should understand the importance of protecting confidential information.

Examples of Protected Health Information (PHI)

PHI may include names, addresses, phone numbers, medical records, appointment information, insurance details, and dates of birth connected to an individual's health information.

Professional Privacy Reminders

- Do not discuss patient information in public spaces.
- Only access information necessary for your role.
- Protect passwords and electronic records.
- Follow workplace privacy and documentation procedures.
- Avoid unauthorized sharing of confidential information.

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