1. An example of “unauthorized access” is a situation in which an employee or medical staff member peeks at their child or families electronic medical record.
   a) True
   b) False

2. The acronym for PHI means the following?
   a) Providers, Health Plans, and Insurance companies
   b) Private Health Information
   c) Public Health In-services
   d) Protected Health Information

3. Safeguards for faxing documents containing patient medical information include:
   a) Notifying the recipient prior to sending the fax.
   b) Verifying the fax number before sending the documents.
   c) Using a cover page that includes a confidentiality statement.
   d) Not leaving a fax containing patient health information in the fax machine.
   e) All of the above.

4. Proper document disposal of PHI includes:
   a) Disposing of documents containing PHI daily in the large receptacles marked “Shredding”.
   b) Never discarding PHI in regular trash containers or receptacles used for recycling.
   c) Leaving documents containing PHI out on counter tops for all to see.
   d) A and B only.

5. The Notice of Privacy Practices (NPP) serves as a communication tool from Sharp HealthCare to our patients.
   a) True
   b) False?

6. I am obligated to report all privacy issues that I am aware of to:
   a) My manager.
   b) Sharp HealthCare’s Confidential Hotline at 1-800-350-5022.
   c) Sharp HealthCare’s Corporate Compliance/Privacy office.
   e) Any of the above.
7. I certify that I understand:

It is my responsibility as a Sharp employee to protect patient information from unauthorized access, use and disclosure.

I am not authorized to obtain patient information on any individual unless I have a legitimate business need.

I must follow established procedures to obtain patient information just like any non-Sharp employed individual.

I am not authorized to use my access to obtain information on a family member, friend, co-worker, acquaintance or public figure for personal reasons.

A. I certify