

## HIPAA Manual Test

1. **Which of the following is not addressed by HIPAA?**
  - a. Insurance portability
  - b. Hospital accreditation
  - c. Fraud enforcement
  - d. Administrative simplification
  
2. **Which organization has been charged with enforcing HIPAA's privacy regulation?**
  - a. The Joint Commission on Accreditation of Healthcare Organizations
  - b. The Office for Civil Rights
  - c. The Centers for Medicare and Medicaid Services
  - d. The Federal Bureau of Investigation
  
3. **What kind of personally identifiable health information is protected by HIPAA's privacy rule?**
  - a. Written
  - b. Electronic
  - c. Spoken
  - d. All of the above
  
4. **Authorization is required to release psychotherapy notes for any reason including treatment.**  
True or False?
  
5. **Confidentiality protections cover not just a patient's health-related information, such as his or her diagnosis, but also other identifying information such as Social Security number and telephone number.**  
True or False?
  
6. **The minimum necessary rule applies to all uses and disclosures including those for treatment.**  
True or False?
  
7. **What does HIPAA say about faxing patient information?**
  - a. It can be done only among providers.
  - b. All patient information must be de-identified.
  - c. It is not allowed.
  - d. None of the above
  
8. **Which of the following are common features designed to protect confidentiality of health information contained in patient medical records?**
  - a. Locks on medical records room
  - b. Passwords to access computerized records
  - c. Rules that prohibit employees from looking at records unless they have a need to know
  - d. All of the above

9. **In which case is it acceptable for a hospital to release information without a patient's permission?**
- When the patient is under 16 years old
  - When the person requesting the information is a spouse, parent, or sibling
  - When a provider suspects child abuse and state laws require providers to report suspected abuse
  - None of the above
10. **When is the patient's authorization to release information required?**
- In most cases when patient information is going to be shared with anyone for reasons other than treatment, payment, or health care operations
  - Upon admission to a hospital
  - When patient information is to be shared among two or more clinicians
  - When patient information is used for billing a private insurer
11. **You are working at the hospital when you hear that a neighbor has just arrived in the ER for treatment after an accident. What should you do?**
- Contact the neighbor's spouse to alert him or her about the accident
  - Tell the charge nurse in the ER that you know how to reach the patient's spouse and offer the information if it's needed.
12. **If you suspect someone is violating the facility's privacy policy, what should you do?**
- Nothing
  - Watch the individual involved until you have gathered evidence against him or her
  - Report your suspicions to the facility's privacy or complaint officer, as required by facility policy
13. **You talk softly on the phone to a doctor in order to provide health information as required by your role. Visitors and patients walking past may overhear the conversation. This is an example of incidental disclosure.**  
True or False?
14. **Casual conversation between nurses in the elevator about a patient is a HIPAA violation.**  
True or False?

**HIPAA MANUAL TEST  
ANSWER SHEET**

- |          |           |
|----------|-----------|
| 1. _____ | 8. _____  |
| 2. _____ | 9. _____  |
| 3. _____ | 10. _____ |
| 4. _____ | 11. _____ |
| 5. _____ | 12. _____ |
| 6. _____ | 13. _____ |
| 7. _____ | 14. _____ |

I have received a copy of the First Assist HIPAA Privacy Manual. To verify that I have read the material in the Manual, and that I understand it, I have personally completed the test at the end of the Manual and recorded my answers above. I agree to maintain the confidentiality of patient information in accordance with the guidelines contained in the Manual and the policies and procedures of each hospital or other facility where I am assigned.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**First Assist, Inc., Staff:** \_\_\_\_\_

Score: \_\_\_\_\_

# Employee OSHA Safety Manual Review Test

Directions: Do not write on this test  
Select the one best response and write it on the answer sheet

1. Which of the following should be reported to the facility supervisor immediately?
  - A. Gas cylinders stored in a locked cage
  - B. Newly laid pavement in front of the hospital
  - C. A volatile liquid stored on the counter of the general work area
  - D. A fire extinguisher located in the waiting room
  
2. Emergency exits should have all the following **except**:
  - A. Fire proof doors
  - B. A clearly marked sign
  - C. Be located behind the linen storage cart
  - D. Good lighting
  
3. Which of the following is considered a safety hazard in a health care setting?
  - A. Gurneys stored in an alcove
  - B. An EKG machine that has been repaired with electrical tape
  - C. New carpeting in the patient waiting area
  - D. A three prong plug on the coffee maker
  
4. When lifting and carrying a heavy piece of equipment, which of the following is **incorrect**?
  - A. Bend at the waist with your legs straight when lifting the equipment
  - B. Wear rubber soled tie-on shoes
  - C. Turn your entire body when changing directions
  - D. Carry the equipment close to your body
  
5. When transferring a patient from a stretcher to a wheel chair, you should:
  - A. Maintain an arm's distance from the patient to avoid making them feel uncomfortable
  - B. Lift the patient and pivot your entire body to place them in the wheel chair
  - C. Try to lift the patient yourself first before asking for help from your busy co-workers
  - D. Keep your feet close together during the transfer

6. Which of the following best describes good posture?
- A. Standing tall
  - B. Always watching where your feet are when walking to avoid injuries
  - C. Muscles, joints, bones and ligaments used in proper alignment
  - D. Holding your stomach in when standing
7. In the event of a fire, you should:
- A. Call the fire department first so they can get there right away
  - B. Open the windows so the fire fighters can have easy access to rescue the patients
  - C. Grab the nearest fire extinguisher and start to put out the fire
  - D. Turn off all oxygen units and close the door after removing the patient from the room with the fire in it
8. The acronym R-A-C-E used in fire emergencies stands for:
- A. Run, Alarm, Close, Escape
  - B. Rescue, Alarm, Call, Escape
  - C. Rescue, Alert, Confine, Evacuate
  - D. Rescue, Alarm, Confine, Extinguish
9. All of the following are correct procedures for a fire emergency **except**:
- A. Stuffing wet towels under the door when smoke is present
  - B. Putting out the fire in a jar of rubbing alcohol with a basin of water
  - C. Calling 911 after rescuing patients in immediate danger
  - D. Asking visitors to stay in the patient's room with the door closed
10. When you notice a puddle of unknown liquid on the floor, you should:
- A. Wipe it up immediately before someone slips and falls
  - B. Put gloves on before wiping up the spill
  - C. Call housekeeping so they can mop the floor
  - D. Notify the supervisor and block off the area
11. A Material Safety Data Sheet (MSDS) for a hazardous material must contain all of the following data **except**:
- A. The date that the material was delivered to the facility
  - B. Storage and disposal requirements
  - C. The manufacturer's name, address and phone number
  - D. Emergency and first aid treatment for an exposure

12. Which of the following should be used with caution around electrical equipment in the patient examination room?
- A. Gauze for dressing changes
  - B. A electronic thermometer
  - C. Betadine solution
  - D. Metal bandage scissors
13. All of the following should be reported as a electrical safety hazard **except**:
- A. A crack in the box for the EKG machine
  - B. A plug that is warm when you disconnect it
  - C. A two prong plug on the new radio for the work room
  - D. A refurbished piece of equipment just received from the biomedical engineer
14. Which of the following makes a patient more susceptible to electrical shock?
- A. Chest tube
  - B. Surgical incision
  - C. Pacemaker
  - D. All of the above
15. What should you do when you break and spill an I.V. bag of a chemotherapeutic agent?
- A. Notify the supervisor
  - B. Pull the MSDS sheet
  - C. Put up a sign to warn others of the spill
  - D. All of the above
16. Blood and body fluid/substance precautions are used for which of the following patients?
- A. An elderly woman with a infected bed sore
  - B. A 45 year old man with gastroenteritis
  - C. A new born baby girl coming in for her first checkup
  - D. All of the above
17. After accidentally spilling a urine specimen on the arm of your lab coat you should:
- A. Put the soiled lab coat in the linen hamper, change into a new lab coat and go on to the next patient
  - B. Remove the lab coat, wash your hands and arms and notify your supervisor
  - C. Rinse your lab coat in the sink and put on a patient gown for the rest of the work day
  - D. Wash your hands and put on an isolation gown before caring for the next patient

18. In which of the following situations should protective eyewear be used?
- A. Changing an I.V. fluid bag
  - B. Assisting with casting a tibial fracture
  - C. Irrigating a laceration of the left forearm
  - D. Running an EKG
19. A needle should always be re-capped to prevent accidental needle sticks.
- A. True
  - B. False
20. All of the following are proper blood and body fluid/substance precautions **except**:
- A. Wearing eyewear when centrifuging blood specimens
  - B. Wearing a gown when changing linens for an incontinent patient
  - C. Wearing a mask when doing discharge teaching for a post-operative hernia repair
  - D. Wearing gloves when transferring a patient in the trauma room
21. You should only notify the police of a victim of abuse when the victim wishes to press charges.
- A. True
  - B. False
22. Which of the following are key signs (indicators) of dependent/elder abuse?
- A. Visible burns, head injuries and bruises
  - B. Missing personal possessions
  - C. Malnutrition
  - D. All of the above
23. Which of the following are indicators of domestic violence?
- A. Injuries inconsistent with explanation given
  - B. Injuries to the face, head, neck, chest, abdomen or genitals
  - C. None of the above
  - D. A and B
24. Treatment restraints are used in which of the following situations?
- A. Patient is confused or disoriented
  - B. Patient is unable to follow instructions for his/her personal safety
  - C. Patient is interfering with the integrity of a dressing or wound
  - D. All of the above
25. A written order must be in the patient's chart before restraints can be used even when the patient is threatening the safety of others.
- A. True
  - B. False

## Employee OSHA Safety Manual Review Answer Sheet

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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25. \_\_\_\_\_

### ACKNOWLEDGMENT

I \_\_\_\_\_ (*print name*) have received a copy of the First Assist Employee Safety Manual ("the Manual"). I have read it carefully and agree to comply with all of its rules and policies. I agree to provide all services to First Assist clients in an ethical and professional manner, and in accordance with client policies, applicable JCAHO standards and OSHA regulations, other applicable state and federal laws and regulations, and the conditions of participation in Medicare and any applicable state Medicaid programs. If I have any questions about any of the Company's rules and policies, including those in this Employee Safety Manual, I will ask my Staffing Specialist.

Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Score: \_\_\_\_\_

First Assist, Inc., Staff: \_\_\_\_\_