

Annual HIPAA training quiz

2026 | Staff copy - submit to HIPAA Compliance Officer

Read the 2026 staff guide and desk reference first. Circle one best answer for each question. The practice training target is **16 of 20 correct (80%)**; this is an internal target, not a federal passing score. Review missed questions and retake if needed.

1. A patient's name next to an appointment for diabetic wound care is:

- A. PHI
- B. PHI only if printed
- C. Public information
- D. PHI only if it contains a Social Security number

2. You are curious whether a neighbor visited our practice. You should:

- A. Check Athena briefly
- B. Ask another employee to check
- C. Access only if required for an assigned task
- D. Check only the appointment list

3. Another treating physician requests relevant records for a referral. Generally:

- A. A separate HIPAA authorization is always required
- B. The practice may share for treatment after verifying the request and recipient
- C. No records may be sent electronically
- D. Only billing staff may respond

4. The minimum necessary standard generally does NOT apply to:

- A. An internal billing task
- B. A routine operations report
- C. A disclosure to another provider for treatment
- D. A payment request

5. A spouse asks about the patient's appointment while the patient is present and capable of deciding. Best first step:

- A. Share the full chart
- B. Ask the patient or give an opportunity to object, then share only relevant information
- C. Demand written HIPAA authorization in every case
- D. Ignore the spouse

6. A patient pays in full and asks us not to send that service to the health plan. You should:

- A. Route the request before billing; the restriction generally must be honored unless law requires disclosure
- B. Send the claim anyway
- C. Tell the patient restrictions are never allowed
- D. Delete the encounter

7. An attorney sends a subpoena for a complete chart. Your first action is:

- A. Fax the chart immediately
- B. Post the request in the staff chat
- C. Route it to the designated records/privacy process
- D. Tell the attorney no subpoenas are ever valid

8. A patient gives a glowing review. Before posting a recognizable patient photo or testimonial, you should:

- A. Obtain the required valid authorization through the practice process
- B. Post because the review was public
- C. Remove the first name and post
- D. Ask any coworker for approval

9. You sent a document to the wrong fax number. You should:

- A. Wait to see if anyone complains
- B. Report immediately and preserve the details
- C. Delete the fax confirmation
- D. Call it harmless without review

10. A request arrives for records marked as coming from a Part 2 substance use disorder program. Best action:

- A. Treat it as any routine public record
- B. Send it for privacy/records review before a nonroutine release
- C. Assume every diagnosis of SUD is a Part 2 record
- D. Give it to any relative

11. You receive an unexpected multifactor login approval request. You should:

- A. Approve it quickly
- B. Ignore it forever
- C. Deny it and report the suspicious attempt
- D. Share your password with IT by email

12. A coworker needs a chart immediately but their login fails. You should:

- A. Let them use your login
- B. Ask them to use another shared account
- C. Direct them to the approved access/help process
- D. Export the chart to your personal drive

13. Printed patient schedules belong:

- A. On an unattended public counter
- B. In an approved secure work area; shred when no longer needed
- C. In the regular trash
- D. In your car for the weekend

14. Which is a patient right under HIPAA?

- A. To request access and an amendment of the record
- B. To have every amendment accepted automatically
- C. To demand all treatment disclosures be stopped
- D. To require staff to delete all records

15. A caller knows the patient's birthdate and asks for the entire record. You should:

- A. Release it based on that fact alone
- B. Verify authority and route the request under the practice release procedure
- C. Send it to any email they give you
- D. Ask a coworker to use their account

16. An approved patient message is about to be sent. What should you check?

- A. Only the subject line
- B. Patient, destination, attachment, and approved channel
- C. Whether the email is short
- D. Whether the patient has a social media account

17. You realize you opened the wrong patient chart. You should:

- A. Close it and never tell anyone
- B. Report the mistaken access promptly
- C. Print it for review
- D. Ask a friend whether it was a breach

18. Which information is protected by the HIPAA Privacy Rule?

- A. Electronic PHI only
- B. Paper PHI only
- C. PHI in electronic, paper, and verbal forms
- D. Only information in Athena

19. Who decides whether an incident requires patient notification?

- A. The staff member who first saw it
- B. A social media poll
- C. The designated privacy/security response team after review
- D. The wrong recipient

20. Which statement best describes the 2026 Part 2 update?

- A. All SUD references in any chart are automatically Part 2 records
- B. Certain SUD program records have additional protections; unusual requests should be escalated
- C. Part 2 means no treatment disclosure can ever occur
- D. HIPAA no longer applies to Part 2 recipients

Completion and acknowledgment

I reviewed the 2026 training materials, completed this quiz myself, and know how to report a suspected privacy or security incident. I understand that practice policies and instructions from the Privacy/Security Officer govern my work.

Employee name: _____ Date: _____

Signature: _____ Score: _____ / 20

Refresher / retake date (if needed): _____ Reviewed by: _____