

Hospital Orientation and HIPAA Training Affirmation Observation/Shadowing Students

NAMC/Shoals Hospitals

I understand that while I am observing/shadowing at NAMC/Shoals Hospital, I may obtain Confidential Information about the hospital's patients. I understand the necessity of maintaining and will maintain as privileged and confidential, all information which I may learn about ECM/Shoals Hospitals, including, but not limited to, patient diagnoses, courses of care and treatment, prognosis, personal lives, relationships and concerns, family matters and all information contained in conversations between patients and students, between patients and staff, between patients and physicians, or between physicians and staff and/or students pertaining to any patients. I understand that patient confidentiality is of great importance and is never to be disclosed to anyone outside of the Hospital no matter how long after the observation/shadowing experience in the hospital.

If I witness Protected Health Information (PHI) being shared, I will contact the NAMC/Shoals Privacy Officer, Nancy White at 256-629-1060.

I understand that I may experience physical or emotional reactions to my observation/shadowing experience, which could cause me to experience physical and/or emotional injury. I hereby agree to release, indemnify and hold harmless NAMC/Shoals Hospital, its medical staff members and employees from all liability related to my observation/shadowing experience.

I understand that during the observing/shadowing experience, I cannot participate in any type of clinical activity or patient care.

I have completed the following:

- Yes No HIPAA Training and Hospital Orientation Training Review
- Yes No HIPAA Quiz
- Yes No Hospital Orientation Review Quiz

Signature

Date

** Please provide a picture ID (drivers license or school identification badge) to copy for your file.

HIPAA Quiz

Observation/Shadowing Students

NAMC/Shoals Hospitals

- _____ 1. HIPAA stands for:
- Hospital Information Protection Accountability and Awareness
 - Health Information of Patients Access and Accountability
 - Health Insurance Portability and Accountability Act
- _____ 2. PHI stands for:
- Patient Hospital Information
 - Protected Health Information
 - Protected Hospital Initiatives
- _____ 3. If I am aware of a potential HIPAA violation, I will contact the Facility Privacy Officer, Nancy White.
- True
 - False
- _____ 4. Paperwork with PHI may be disposed of in a trash can.
- True
 - False
- _____ 5. Patient Information is protected when it is:
- Spoken
 - Written
 - On the computer
 - All of the above
- _____ 6. If I want to know about a relative that is a patient in the hospital, I should:
- Look at their medical record
 - Ask the relative's nurse
 - Inquire through the switchboard or ask the patient
- _____ 7. Discussions about patients or patient information in public areas, such as the cafeteria, may be overheard by unauthorized listeners and may violate the patient's right to privacy.
- True
 - False
- _____ 8. It is acceptable to post on social media sites information regarding an observation/shadowing experience in the hospital as long as you don't post patient names.
- True
 - False
- _____ 9. Examples of descriptive information that may cause a person to become aware of the identity of a patient and therefore should not be disclosed includes:
- Tattoos
 - Physical features
 - Family matters
 - All of the above

Hospital Orientation Quiz Observation/Shadowing Students

NAMC/Shoals Hospitals

- _____ 1. What procedure should you follow if you discover a fire?
- Pull the fire alarm, Activate the Fire Response System, Signal for others to help, Send someone to evaluate the seriousness of the fire.
 - Race to the nearest phone, Alert others in the department, Call the switchboard to report the fire, Extinguish the fire.
 - Remove persons in immediate danger, Activate the fire alarm and call the switchboard, Contain the fire by closing doors, Extinguish the fire if possible or evacuate.
- _____ 2. What are the steps in using a fire extinguisher?
- Pull the pin in the handle, Activate the fire alarm, Signal for others to assist, Squeeze the handle
 - Remove fire extinguisher from wall, Act swiftly to spray the fire, Contain the fire by spraying at the base of the fire, Extinguish fire completely
 - Pull the pin in the handle, Aim the nozzle at the base of the fire, Squeeze the handles, Sweep back and forth at the base of the fire
- _____ 3. What number do you call in conjunction with pulling the fire alarm to give location of a fire that is discovered?
- 911
 - NAMC – 9911 & Shoals - 1911
 - NAMC – 5555 & Shoals – 1500
- _____ 4. The single most important means of preventing the spread of infections is hand washing.
- True
 - False
- _____ 5. How long must you wash your hands with soap and water?
- 15 seconds
 - 20 seconds
 - 30 seconds
- _____ 6. Alcohol-based hand sanitizers may be used for hand hygiene when hands are not visibly soiled.
- True
 - False
- _____ 7. Observation/Shadowing students should not enter a patient room if the patient is in isolation.
- True
 - False
- _____ 8. Observation/Shadowing students must wear a hospital issued “Observation Student” badge while completing observation/shadowing hours in the hospital.
- True
 - False
- _____ 9. Colognes, perfumes, or other strong fragrances should not be worn while observing/shadowing.
- True
 - False