

# PHIA Compliance Training for Healthcare and Non-Healthcare

## Privacy and Health Information Management Certification

**Instructor:** Dr. Bruce Dornn, OD

**Course Fee:** \$7,000

**Format:** Professional Healthcare Compliance Training

**Target Audience:** Optometrists, Healthcare and Non-Healthcare Professionals, Clinic Owners, Practice Managers, Medical Staff, and Ophthalmic Technicians

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## Course Overview

Protecting patient information is a critical responsibility for healthcare providers. Healthcare organizations must comply with strict privacy regulations governing the collection, storage, and sharing of personal health information. Failure to maintain proper compliance can lead to legal consequences, financial penalties, and loss of patient trust.

The PHIA Compliance Training for Healthcare and Non-Healthcare Professionals provides a comprehensive understanding of privacy regulations and the responsibilities of healthcare providers under the Personal Health Information Act (PHIA). Participants will learn how to implement effective privacy protection systems, manage patient records securely, and maintain compliance within modern healthcare environments.

This course focuses on practical strategies for integrating privacy compliance into everyday clinical operations, including staff training, risk management, digital record security, and proper documentation procedures.

Participants will gain the knowledge required to protect patient confidentiality while ensuring healthcare organizations maintain regulatory compliance and operational integrity.

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## Course Learning Objectives

Upon completion of this course, participants will be able to:

- Understand the principles and requirements of the Personal Health Information Act (PHIA)
  - Identify the responsibilities of healthcare providers in protecting patient data
  - Implement privacy protection protocols within healthcare practices
  - Manage patient records in both physical and digital formats
  - Maintain secure communication systems for patient information
  - Train staff on proper privacy and confidentiality practices
  - Develop procedures for handling privacy breaches
  - Conduct internal compliance reviews and documentation audits
  - Strengthen patient trust through strong data protection practices
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## Course Structure

This course is organized into **10 structured modules** designed to provide Healthcare and Non-Healthcare professionals with a clear and practical understanding of privacy compliance within clinical environments.

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## Module 1: Introduction to Healthcare Privacy and PHIA

This module introduces the importance of privacy protection in healthcare and provides an overview of PHIA regulations.

Topics include:

- Purpose of the Personal Health Information Act
  - Patient rights and healthcare provider responsibilities
  - Key definitions and terminology
  - Scope of PHIA regulations in healthcare settings
  - The importance of patient trust and confidentiality
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## **Module 2: Personal Health Information and Data Protection**

Participants will learn what constitutes personal health information and how it must be protected.

Topics include:

- Definition of personal health information (PHI)
  - Types of sensitive medical data
  - Information that must be protected under PHIA
  - Data collection and storage responsibilities
  - Privacy considerations in clinical environments
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## **Module 3: Patient Consent and Information Access**

Healthcare providers must follow strict guidelines when collecting and sharing patient information.

Topics include:

- Informed consent requirements
  - Implied vs. expressed consent
  - Patient rights to access their medical records
  - Procedures for releasing patient information
  - Consent documentation protocols
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## **Module 4: Secure Storage and Handling of Medical Records**

Proper storage and handling of patient records are essential to maintaining privacy compliance.

Topics include:

- Secure storage of physical medical records
  - Electronic health record (EHR) systems
  - Access control and authorization procedures
  - Data retention policies
  - Secure record disposal procedures
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## **Module 5: Digital Privacy and Cybersecurity in Healthcare**

Healthcare providers must ensure that digital patient records remain secure.

Topics include:

- Protecting electronic patient records
  - Cybersecurity risks in healthcare
  - Password protection and access management
  - Secure communication platforms
  - Preventing unauthorized data access
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## **Module 6: Privacy in Telehealth and Digital Healthcare Services**

The rise of telehealth services has introduced new privacy considerations for healthcare providers.

Topics include:

- Privacy considerations in telehealth consultations
  - Secure virtual communication tools
  - Data encryption and patient identity verification
  - Documentation and record keeping in virtual care
  - Compliance requirements for remote services
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# Module 7: Staff Training and Internal Privacy Policies

Healthcare organizations must ensure that all staff understand their responsibilities in protecting patient data.

Topics include:

- Developing internal privacy policies
  - Staff privacy training programs
  - Employee confidentiality agreements
  - Access limitations for staff members
  - Monitoring compliance within healthcare teams
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# Module 8: Privacy Breaches and Incident Management

This module focuses on identifying and responding to privacy breaches.

Topics include:

- Identifying potential privacy breaches
- Immediate response procedures
- Reporting obligations
- Investigating privacy incidents
- Implementing corrective actions

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## **Module 9: Compliance Auditing and Risk Management**

Healthcare organizations must regularly review their privacy policies and compliance procedures.

Topics include:

- Conducting privacy compliance audits
- Identifying operational risks
- Updating privacy protocols
- Maintaining documentation and compliance records
- Preparing for regulatory inspections

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## **Module 10: Implementing a Privacy Compliance Program**

The final module focuses on integrating privacy compliance systems into everyday clinical practice.

Topics include:

- Creating a structured privacy compliance plan
- Assigning privacy responsibilities within the organization
- Monitoring ongoing compliance
- Building a culture of privacy protection

- Continuous improvement in privacy practices
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## Teaching Methodology

This course uses a structured educational approach designed to ensure practical understanding and application.

Learning methods include:

- Regulatory education and policy analysis
- Case studies involving privacy incidents
- Practical compliance implementation strategies
- Clinical workflow integration discussions
- Documentation and audit examples

Participants will develop practical strategies that can be applied directly within healthcare organizations and clinical practices.

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## Certification

Participants who successfully complete the program will receive a **Certificate of Completion in Healthcare Privacy and PHIA Compliance**, confirming their participation in professional compliance training for healthcare environments.

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## Instructor

## **Dr. Bruce Dornn, OD**

Dr. Bruce Dornn is an experienced optometrist, educator, and international lecturer who has delivered more than 10,000 hours of professional education to healthcare professionals around the world.

His educational programs focus on clinical excellence, healthcare innovation, regulatory compliance, and the advancement of modern practices.

Dr. Dornn is also the co-author of *The Envision Book – The Dry Eye Treatment Revolution With Energy Based Devices*, which explores modern technology used in the treatment of chronic dry eye disease.