Information Management Quiz

1. Which of the following is not considered Personally Identifiable Information (PII)?
   a. Social Security number
   b. Driver’s license number
   c. Date of birth
   d. Name of workplace

2. Who do you first contact to report an actual or suspected breach of PII or PHI?
   a. FOH Help Desk
   b. TJC Help Desk
   c. Your supervisor
   d. ARM director

3. Electronic files with confidential information stored on hard drives of desktop computers or laptops must be encrypted and/or password protected.
   a. True
   b. False

4. Any records that are not in active use are to be maintained with a minimum of ___ layers of security.
   a. One
   b. Two
   c. Three
   d. Five

5. When a person is requesting PII from an EAP consultant, the consultant can verify the identity of the person by all of the following, except:
   a. Confirming name
   b. Examining one piece of tangible identification (passport, license, etc.)
   c. Obtaining a written certification that he/she is who he/she claims to be and that he/she understands that the knowing and willful request for or acquisition of a record under false pretenses is a criminal offense subject to a $5,000 fine
   d. Asking the person specific questions that can be verified with record (date of last session, presenting problem, etc.)

6. FOH may deny requests for access to PII.
   a. True
   b. False
Answer Key:

1. d
2. a
3. a
4. b
5. a
6. a