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**COLLEGE OF MEDICINE**

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THE UNIVERSITY OF TOLEDO

**Graduate Medical Education**

The University of Toledo  
Health Science Campus  
Mulford Library Building  
3045 Arlington Avenue  
Toledo, Ohio 43614

Phone: 419-383-4244  
Fax: 419-383-3108

Dear Resident:

All incoming residents will be required to complete the on-line HIPAA training prior to the start of their residency program. **Please use the directions on the page 2 of this document to obtain access to the HIPAA online training module.**

Each physician, staff, resident, and medical student part of The University of Toledo community is required to complete privacy and security training regarding patient information. The training focuses on the Health Insurance Portability and Accountability Act (HIPAA) 1996 (Public Law 104-191) and Department of Health and Human Services (DHHS) rules and regulations. It is our intent to ensure that residents shall protect the personal privacy of patients and maintain confidentiality of patient information at all time. This shall include professional behaviors such as:

- Guarding patients' health information from unauthorized access.
- Not disclosing or sharing health information without a patient's signed authorization.
- Informing patients as to how their health information is going to be used and disclosed.
- Ensuring that patients have open access to their own medical records.
- Protecting patients' health information from being exposed or left in public areas or public waste bins.
- Not storing patients' health information on personal electronic devices or home computers.
- Not sharing patients' health information between personal electronic devices, home computers, or the Internet.
- Not using patient names/identities and not disclosing patients' health information in public conversation.

**The on-line HIPAA training must be completed prior to the beginning of training.** If you have any questions, please do not hesitate to contact our office. Thank you.

Sincerely,

Nanette O'Connor  
Director  
Graduate Medical Education

## DIRECTIONS FOR TAKING THE HCCS – ON-LINE HIPAA TRAINING

If you follow the directions below you should have no problems completing the HIPAA training. If you should need any assistance please contact the GME Office at 419-383-4244.

**YOU WILL NOT HAVE ACCESS TO HIPAA UNTIL MAY 15th**

### **Directions:**

Please follow the steps below:

- a) to access the link to complete the training you will need to go to: <http://utoledo.simpllms.com>
- b) make sure all pop up blockers are turned off
- c) type in your specific Rocket Number (which you will obtain from your Coordinator)
- d) type in your temporary password, which is: utoledo (case sensitive)
- e) you will be prompted to change your password and will be directed through the modules. Choose the title/job description category that closest matches yours. Training is not complete until all modules are completed.
- f) print a copy of your certificate upon completion and fax to the GME Office at 419-383-3018.