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COLLEGE OF MEDICINE

THE UNIVERSITY OF TOLEDO

Graduate Medical Education

The University of Toledo
Health Science Campus
Mulford Library Building
3045 Arlington Avenue
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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.

Directions:

1st – make sure that the pop-up blocker is turned off (allows pop ups) if this is not off the program will not open.

2nd – Go to <http://www.hccs.com/utoledo/utoledo.asp> and enter your information. Select the “Launch Course” icon to the left of your name. A box will appear asking for confirmation of who is taking the training.

Now that you are into the program:

1st Page

Job function - this should already be chosen for you and should say “non-researcher”

Choose: “text and graphics”

Select: “Continue”

2nd Page

Choose HIPAA training

It will ask you to agree to terms

Select: “yes”

3rd Page

Curriculum track-should already be chosen for you and say “other”

It is not necessary to complete the phone information at the bottom;

Select: “Continue”

4th Page

The training will begin

Press the continue button to advance the pages.

If you go too fast it will stop you and start over.

Complete all sections. The program will notify you when all sections are complete.

Exit

To “Exit” the course, select the “Take Control” and select “Exit”. It will ask if you are sure at this point -select “yes”. The program will mark where you have left off and will resume at this point when you return to complete the training, should you have to exit prior to completing the course. Re-enter the program using the same directions.