



## **HIPAA TRAINING INSTRUCTIONS SHEET**

Downstate's HIPAA training program is an online program that is available from **ANY** computer with Internet access, whether at home or at work. The program takes approximately 110 minutes to complete; however, you do not need to complete it in one session. As long as you exit out of the program properly, it will bookmark where you left off so that you can begin at that location upon your next logged in session.

Internet Explorer is recommended to run this program. Please note that **ALL POP-UP BLOCKERS MUST BE DISABLED BEFORE LOGGING ON.**

If you do not have access to a computer with Internet, please be aware that the Learning Resource Center (LRC) in the basement of the library has designated terminals for the Compliance Training programs. The LRC's hours of operation are as follows:


Mon- Thurs: 9AM-11PM

Fri: 9AM-9PM

Sat: 9AM-5PM

Sun: 12PM-8PM

***NOTE: YOU MUST COMPLETE THE HIPAA TRAINING PROGRAM WITHIN 2 WEEKS OF RECEIPT OF YOUR LOG ON ID.***

1. Log on to [www.downstate.edu](http://www.downstate.edu). Click on the  "Compliance & HIPAA Training" menu item.

2. Select the link to log on to Compliance Training:

- [HIPAA, Corporate Compliance, Professional Compliance, Deficit Reduction Act Training](#)

3. You will be asked to enter:

- First Name
- Last Name
- User ID

**YOU MUST ENTER ALL THE INFORMATION EXACTLY AS IT HAS BEEN PROVIDED TO YOU OR YOUR SUPERVISOR (APOSTROPHES & DASHES CANNOT BE ENTERED).**

4. On the next screen, you will be asked to select the Viewing Option (best determined by the audio/video capabilities of your computer):

- **Text & Graphics** (all computers)
- **Slide-Show with Audio** (Windows media player 6.2+ or RealPlayer 6+, sound card)
- **The Video** (Slide-Show requirements & T – 1 or LAN connectivity)

5. Next, select:

- **“HIPAA COMPLIANCE”** course.

6. You will be asked to select **Curriculum Track**.

- **Select the applicable area**
  - Optional – enter Callback Phone/Fax Number and Email Address.

7. Click on Continue until you begin the program.

8. There are **4** main sections- Awareness, Privacy, Security and Transaction & Code Sets. Each of these sections have **additional sub-sections**. Make sure you complete **all** required sections and sub-sections.

9. Upon completion of the program, a pop-up screen will appear that says, “Congratulations! You have finished the program.” If you do not get this message, you have not completed all of the required sections. After you receive this message, make sure to exit out of the program properly. The server will upload your information and notate you as complete.

10. When exiting the program, you will be given the opportunity to print out a confirmation of your completion status. Keep this copy for your records.

11. If you need technical or operational assistance with the program, call the Compliance training Hotline at 718-270-2095 / 6734.