



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 HIPAA program. 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. Click on the green icon that states "Professional Compliance & HIPAA Training."

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 APPEARS ON THE TRAINING PACKET FACE SHEET, DISTRIBUTED TO YOU AT ORIENTATION. (APOSTROPHES & DASHES CANNOT BE ENTERED).

4. On the next screen, you will be asked to select Job Function.
 - **Select the appropriate function:**
 - Physicians, Residents, Physician Billing Administrators
 - Hospital Revenue Cycle (including: Admitting, Outpatient Registration, Health Information Management/Medical Records, Quality/Case Management, Utilization Review, Managed Care and all divisions of Hospital Finance)
 - Non-Physician Practitioners (PA, NP, CNA, OT, PT)
 - All Other Staff
5. 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)
6. Next, select:
 - **“HIPAA COMPLIANCE”** course.
7. You will be asked to select **Curriculum Track**.
 - **Select the applicable area**
 - Optional – enter Callback Phone/Fax Number and Email Address.
8. Click on Continue until you begin the program.
9. There are **4** main sections- Awareness, Privacy, Security and Transaction & Code Sets. Each of these sections has **additional sub-sections**. Make sure you complete **all** required sections and sub-sections.
10. 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.
11. 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.
12. If you need technical or operational assistance with the program, call the HIPAA HOTLINE at 718-270-6734 / 2095.

Reminder:

Please make sure that you have completed ALL the Downstate Compliance Training Courses that are required of you. They are listed on the face sheet of the training packet.