

SHC/LPCH INSTRUCTIONS

HCCS HIPAA COMPUTER BASED TRAINING

Connect to:

hipaainfo.stanfordmed.org



NOTE this URL does not start with "www"

Step 1: Logging In

You will be prompted to enter your first and last names and your unique identifier/username (ID). Your entries are not case sensitive.

For SHC and LPCH Employees

NAMES: Use your first and last names as they are on file in the Human Resources Department as of February 2003.

UNIQUE IDENTIFIER/USERNAME (ID): The first four letters of your last name (or your last name, if shorter than five letters) and the last four digits of your Social Security Number.

For example, last name Smith, SMIT1234, or last name Doe, DOE1234.

For SHC and LPCH Medical Staff

NAMES: Use your first and last names as they are on file in the Medical Staff Office as of February 2003.

UNIQUE IDENTIFIER/USERNAME (ID): Your dictation number.

For SHC and LPCH Volunteers

NAMES: Use your first and last names as they are on file in the Volunteer Office as of February 2003.

UNIQUE IDENTIFIER/USERNAME (ID): Assigned by your Volunteer Department and is located on the sticker on the upper right corner of your information packet's cover letter.

Please note – At this time, the log in screen does not contain volunteer-specific information, so please refer to this sheet for your log in instructions.

Step 2: Choosing your job function

In the Job Function screen, you will need to select "All Users" and then select from the following three training options.

Text with Graphics

This option does not include video or audio. It doesn't require a sound card and is suitable for all connection speeds.

Slide Show with Audio

This option includes a video slideshow and audio. It requires Real Player or Windows Media Player and a sound card, and is suitable for 56K and faster connections.

Video

This option includes motion video and audio. It requires Real Player or Windows Media Player and a sound card, and is suitable for fast connections such as T1, DSL, or a corporate LAN.

Step 3: Choosing your training

Select (the only option) HIPAA Compliance.

This screen also records your completion status. As you progress through the training, you may stop at any point, except during the quiz. The program will automatically bookmark where you leave off.

Step 4: Choosing your training track

If you have already attended an in-person HIPAA Awareness Training session, please choose the Level that indicates "w/ HIPAA Awareness Video Completed".

Level I

Level I training is suitable for members of the SHC/LPCH workforce who, in the regular course of their work, **do not access, use, maintain, disclose or otherwise interact with Protected Health Information (PHI)**.

Though they might see PHI, they do not interact with PHI to accomplish the tasks in their job description. Should they be exposed to PHI in their work environment, or should they come across PHI unexpectedly, they need to know what they should and should not do.

Examples of this type of employee may be non-managerial staff from Food Services, Housekeeping, Materials Management, an Administrative Assistant who has no access to patient PHI, General Services, Design and Construction, Engineering, or Human Resources.

Level II

Level II training is suitable for members of the SHC/LPCH workforce who **do access, use, maintain, disclose or otherwise interact with PHI** in the regular course of their work.

In the course of their work, these staff regularly encounter PHI. This person does not supervise other employees who use PHI, nor does this person oversee projects in which PHI is accessed, used, maintained, or disclosed.

Examples of this type of employee may be an Administrative Assistant to a Clinic, registration staff, billers and coders, nurses, nursing assistants, lab personnel, pharmacy personnel, Physician Housestaff and Medical Students.

Level III

Level III training is suitable for members of the SHC/LPCH workforce who, in the regular course of their work, **access, use, maintain, disclose or otherwise interact with PHI, and/or who have a leadership role in clinical, research, or educational activities.**

In the course of their work or educational activities, they encounter PHI to accomplish the tasks in their job description. They may access and use PHI used for activities other than clinical care, e.g., for research, education, quality assurance. This person may have titular responsibility for supervising others, but the bulk of supervision responsibility is delegated to others, i.e., this person does not directly supervise other employees who use PHI.

Examples of this type of employee may be SHC/LPCH Managers, Faculty Chair, a Faculty researcher with a research support staff, a SHC/LPCH Medical Board member.

Level IV

Level IV training is suitable for members of the SHC/LPCH workforce who, in the regular course of their work, **access, use, maintain, disclose or otherwise interact with PHI and/or supervise employees, students, and/or projects that do.**

In the course of their work or the work of the employees they supervise, PHI is encountered to accomplish the tasks in their job description(s).

Examples of this type of employee may be an employee whose primary role is research-related, an employee working in information technology, an employee working in Patient Financial Services, an employee working in the Physician Services Organization and/or a Manager in a clinical, research, or facilities environment.

Volunteers [Include as part of Level 1]

SHC/LPCH Volunteers generally **do not access, use, maintain, disclose or otherwise interact with PHI.**

Though they might see PHI, they do not interact with PHI to accomplish their volunteer duties. Should they be exposed to PHI in their work environment, or should they come across PHI unexpectedly, they need to know what they should and should not do.

Step 5: Getting Started!

The next screen is the HIPAA Compliance Main Menu. This will show the required modules determined by your training track. It will also indicate which are started and completed. You may complete these modules in any order.

NAVIGATION HINTS:

Your navigation options are on the right side of the screen.

Resources are located in the upper section: Definitions, Background Documents, HIPAA Companion Manual, and HIPAA Tools.

You may also choose to **"Take Control"** in the lower right section.

This gives you the following options:
Viewing Options – switch between Video, Text & Graphics, Slideshow

Take a Break – gives you 30 minutes to leave and resume your session without being logged out

Questions – ask a question

Debug – if errors occur, you may choose to report the error by its code

Index – overview of training to reference or review after your training

Resume – goes back to where you left off in the course

Help with online training:

During normal business hours, you may call the Compliance Department at 650 – 724 – 1371.

You may send an email message to the Compliance Department at:
hipaaQ&A@medcenter.stanford.edu.

Human Resources Personnel involved in Plan Benefits will also be required to participate in HIPAA courses designed for Stanford Health Plan activities.