

## Frequently Asked Questions about the UCHSC HIPAA Research Course

- Q: Is this course the same as HIPAA 101? I've already taken that course!**  
A: No. This course is quite different. HIPAA 101 is an introduction to HIPAA concepts and is required for almost all UCHSC employees and students. The HIPAA Research Course deals specifically with human subjects research and HIPAA and is required for all COMIRB investigators.
- Q: Is this course the same as COMIRB 101 or 201 (the NIH course)?**  
A: No. Again, this course is quite different. COMIRB 101 and 201 only discuss HIPAA minimally. The HIPAA Research course is a full course in HIPAA's impact on human subjects research and how to conduct research in compliance with HIPAA.
- Q: I thought I already completed this course last year. Why do I have to take it again?**  
A: The HIPAA Research course is a brand new course that only became available in March 2004. This course is completely different from HIPAA 101, our basic HIPAA course. Most employees and students completed HIPAA 101 in 2003.
- Q: Where can I find information on how to access the course?**  
A: Both the HIPAA website (<http://www.uchsc.edu/hipaa>) and the COMIRB website (<http://comirbweb.uchsc.edu>) have access instructions for the course.
- Q: By when must I complete this course?**  
A: COMIRB requires that the HIPAA Research course be completed by September 30, 2004.
- Q: What will happen to me if I fail to complete the course by the deadline?**  
A: Investigators who do not complete the course successfully by the deadline will be restricted from participating in research protocols and will not be allowed to submit new protocols.
- Q: Why do I have to complete this course?**  
A: Completion of the HIPAA Research Course is a COMIRB requirement for all COMIRB investigators. Additionally, the course was designed to help investigators conduct their research in compliance with HIPAA.
- Q: Who is required by COMIRB to take the course?**  
A: All COMIRB investigators are required to complete the course.
- Q: If I am a study coordinator do I have to take the course?**  
A: No. There is no COMIRB or UCHSC requirement that study coordinators take the HIPAA Research course. However, we strongly recommend that all individuals working in human subjects research complete the course.

- Q: May UCHSC employees involved in human subjects research also take the course?**
- A: Yes. UCHSC employees may also take the course and we strongly recommend that they do so. However, there is no COMIRB requirement that non-investigators complete the course.
- Q: If I completed HIPAA research training at another location (ex: Children’s Hospital) must I take this course?**
- A: Anyone required to take the UCHSC HIPAA Research course must at least “test out” of the course. You may test out of the course by scoring 12 out of 15 questions correct (80% correct) on the course quiz.
- Q: What is the benefit of trying to test out of the course?**
- A: If you test out of the course you do not have to review the two course content modules. However, we recommend that everyone take the entire course.
- Q: If I don’t successfully test out of the course, or if I don’t want to test out of the course, when have I completed the course?**
- A: You have completed the course when you have reviewed the two course content modules and have scored 12 out of 15 (80% correct) on the course quiz.
- Q: Can I print a certificate proving that I completed the course?**
- A: No. Unfortunately, Blackboard does not have the ability to print a certificate showing course completion. However, your course completion will be scored in the HIPAA training database, PeopleSoft (for UCHSC employees), and the COMIRB database (for COMIRB investigators).
- Q: Where do I find the website for the course?**
- A: The course is hosted by CU Online and may be found at <https://blackboard.cudenver.edu> or <http://www.cuonline.edu>
- Q: Who do I contact if I have questions about the course or how to access the course?**
- A: You may contact COMIRB (303-724-1055) or the HIPAA Project Manager, Esther Henry (303-315-1605).
- Q: If I am an employee of a major UCHSC Affiliate (ex: Denver Health), but am not a COMIRB investigator, may I take the Research Course?**
- A: At this time there is no access to the course for non-UCHSC employees or non-COMIRB investigators. UCHSC and its major Affiliates are working on this issue. Contact your institution’s HIPAA Privacy Officer for more information.
- Q: It’s after May 1, 2004, and I haven’t received a personalized e-mail with my login and password for the course. Who should I contact?**
- A: Please contact COMIRB (303-724-1055) or the HIPAA Project Manager (303-315-1605) for your login and password.

**Q: Is my login and password my PeopleSoft employee ID number?**

A: Yes. If you are a UCHSC employee, your login and password for the HIPAA Research Course is your six digit PeopleSoft employee ID number.

**Q: Why might this course be different than other HIPAA research courses I've seen or conferences that I've attended?**

A: The UCHSC HIPAA Research Course uses interspersed scenario-based practice items derived from UCHSC HIPAA and COMIRB templates and policies. The course also covers some areas that have been trouble spots for UCHSC investigators.

**Q: Do I need to take HIPAA 101 (or a basic HIPAA course) before I complete this HIPAA Research Course?**

A: Yes. You should complete a basic HIPAA course to have understanding of the HIPAA concepts before you begin this course.