

FREQUENTLY ASKED QUESTIONS ABOUT HIPAA TRAINING

Do I need to take HIPAA 101? Why do I need to take HIPAA 101 when I don't see patients/human subjects?

What are my options for completing my training requirement?

By when must I complete training?

Which is shorter – the live training sessions or the online module?

I don't work the typical 8-5 day and cannot attend the live training session. What can I do?

I don't know my login and password for the online HIPAA 101. Help!

So you mean that the e-mail I received had MY personal login ID on it? It's not just the general login to the HIPAA course?

I don't know my PeopleSoft employee ID number. How do I get it?

Why isn't the online course working for me?

Where is my certificate to prove that I completed online HIPAA 101?

I prefer to learn by hearing the information. What are my options?

What happens if I arrive to a live training session late? Will I still receive credit?

Do I need to register for a live HIPAA 101 session?

Will I receive credit for training taken at The Children's Hospital, Denver Health, National Jewish, University Physicians, Inc, University of Colorado Hospital, or the VA?

Will I receive credit for training taken at the CU Health Sciences Center for The Children's Hospital, Denver Health, National Jewish, University Physicians, Inc, or University of Colorado Hospital's training requirement?

I hear that if I spend even 30 minutes out of the year at the VA and have access to protected health information that I have to complete the VA's training. Can that be true?

I'm rotating through many different affiliate sites; do I have to take HIPAA training at each place?

I'm a health professions student at another university. What do I have to do?

I'm confused. Where can I get help?

FREQUENTLY ASKED QUESTIONS ABOUT HIPAA TRAINING

Do I need to take HIPAA 101? Why do I need to take HIPAA 101 when I don't see patients/human subjects?

HIPAA 101 training is mandatory for most of the UCHSC workforce. You are required to take training unless your unit (e.g., UCHSC Facilities Operations) has been notified otherwise by the campus Privacy Officer.

What are my options for completing my training requirement?

You may complete HIPAA 101 by attending a live training session or taking the online course.

By when must I complete training?

You must **complete HIPAA 101 by April 14, 2003**, or, for new employees, within 30 days of your hire date. Medical students have the option to complete training by April 14 or before their first clinical experience thereafter, whichever is later.

Which is shorter – the live training sessions or the online module?

The online HIPAA 101 course can be completed in about an hour; the live training sessions are scheduled to take an hour, with additional time at the end to answer specific questions. Some live training sessions have been expanded by an additional 30 to 45 minutes to present and discuss research topics.

I don't work the typical 8-5 day and cannot attend the live training session. What can I do?

Our online HIPAA 101 course can be accessed at <http://www.uchsc.edu/hipaa> and can be completed in about an hour. You'll need Microsoft Explorer to use the online module.

I don't know my login and password for the online HIPAA 101. Help!

If you are a UCHSC employee or student, you should have received a personalized e-mail with your login (which is also your password) for HIPAA 101 from the HIPAA Compliance Office. Your personal PeopleSoft employee ID number serves as both your login and password. If you did not receive this email and need help obtaining your login and password, call (303) 724-HELP or e-mail HIPAA@UCHSC.edu.

So you mean that the e-mail I received had MY personal login ID on it? It's not just the general login to the HIPAA course?

Right! That was your personal login ID, not just a generic number we sent to everyone. If you don't enter your personal login ID then you won't get credit for the training. Each person must use his or her own individual ID number.

I don't know my PeopleSoft employee ID number. How do I get it?

Your PeopleSoft employee ID number is a six-digit number. (Students and others who are not on the UCHSC payroll received a temporary seven-digit number.) Most UCHSC employees received a personalized email mid-March with their number. Also, employees in your unit (e.g., your payroll contact) with access to PeopleSoft can look up your number for you. Additionally, your number is on your pay stub/direct deposit receipt. If you still can't figure out your number, you may call (303) 724-HELP or (303) 72H-IPAA.

Why isn't the online course working for me?

Most likely you are using Netscape rather than Microsoft Explorer. To force the program to open in Explorer, cut and paste the training link into Explorer. If it still doesn't work, contact HIPAA@UCHSC.edu

Where is my certificate to prove that I completed online HIPAA 101?

You will NOT receive a certificate when you complete HIPAA 101. The online course will track that you have completed the three modules and the quiz and will transmit that result to PeopleSoft. PeopleSoft is the official training tracking system for the University.

I prefer to learn by hearing the information. What are my options?

Live one-hour training sessions are presented at UCHSC. For a schedule of live HIPAA 101 training at UCHSC go to <http://www.uchsc.edu/hipaa/training.htm> and click on the live training schedule link. These sessions are scheduled for an hour, with additional time at the end for questions.

What happens if I arrive to a live training session late? Will I still receive credit?

If you arrive to a training session later than 10 minutes past the start time you will not receive credit and will have to return for another session or complete the course online.

Do I need to register for a live HIPAA 101 session?

No! No registration is necessary to attend a live session – just show up! However, space for live HIPAA 101 is on a first come basis, so it's best to arrive early.

Will I receive credit for training taken at The Children's Hospital, Denver Health, National Jewish, University Physicians, Inc, University of Colorado Hospital, or the VA?

Yes. If you took training at TCH, DH, NJ, UPI, or UCH you need do nothing more. We will work together to get your training record from that institution and give you credit in PeopleSoft. If you took training at the VA, to get credit you must make a copy of the certificate you received at the end of the training, write your contact information on the certificate copy and mail the copy to the Privacy Officer at UCHSC Campus Box A095.

Will I receive credit for training taken at the CU Health Sciences Center for The Children’s Hospital, Denver Health, National Jewish, University Physicians, Inc, or University of Colorado Hospital’s training requirement?

Yes.

I hear that if I spend even 30 minutes out of the year at the VA and have access to protected health information that I have to complete the VA’s training. Can that be true?

Yes. If you spend even 30 minutes at the VA in the course of a year and have access to protected health information, you must complete the VA’s training and will not be given credit by the VA for training taken at another institution. The VA is not granting reciprocity for HIPAA training taken anywhere else.

There is one major difference between the HIPAA training at the UCHSC and the VA that you should know. The VA’s course content (Module 5, page 8) states “Disclosure of individually identifiable health information to a non-VA health care provider, even for treatment purposes, requires a written authorization by the patient.” At the UCHSC you will not need patient authorization to disclose protected health information (PHI) for treatment purposes.

I’m rotating through many different affiliate sites; do I have to take HIPAA training at each place?

No. We recognize that faculty and many residents and students of the UCHSC are often located at multiple affiliate sites. Our major affiliates have worked out a way to streamline many components of HIPAA compliance to minimize duplication. This includes granting reciprocity for training taken at one site. These affiliates are: The Children’s Hospital; Denver Health; National Jewish; University of Colorado Hospital; and, University Physicians, Inc. In addition to the information you receive through HIPAA training, each affiliate will provide site-specific policies and procedures to faculty, residents, staff and students located at their institution. Arrangements have not been finalized with other clinical sites (e.g., the AHECs); contact the HIPAA Privacy Officer if you have questions.

I’m a health professions student at another university. What do I have to do?

All externs have to supply documentation from their home institution that they successfully completed HIPAA training and understand the clinical, research and educational implications of HIPAA.

I’m confused. Where can I get help?

We recognize that understanding and implementing HIPAA can be confusing and difficult. Drop-in sessions to answer your specific questions and answers have been scheduled. Additional Q and A sessions will be arranged as the need arises. Go to <http://www.uchsc.edu/hipaa> for a schedule of drop-in sessions.

Finally, you are welcome to contact the HIPAA hotline at (303) 724-4722 (72H-IPAA) for additional assistance or email HIPAA@uchsc.edu.