

UW Medicine Compliance

SUBJECT: HIPAA Compliance Training

Steps to Log-on and get started:

1. **Pop-Up Blocker tool must be disabled (TURNED OFF).** If you fail to follow this step, you risk having to repeat the training course as the Pop-Up Blocker tool will interfere with recording of your training session(s).
2. Go to this website: <http://hccs.amc.washington.edu>
3. Click on the **UW Medicine** link.
4. Enter your First name, Last name and Training User ID number. **IMPORTANT:** Enter your name & Training User ID number exactly as it was provide to you by your department compliance coordinator. Then Click on **Continue** button at the bottom right of the screen.
5. Next screen
 - Using the drop down box, select the Job Function of **“HIPAA LEARNERS”**
 - Under ”Viewing Options”-- Choose your viewing mode - try “Video” first and work backwards if you can’t use the “Video” mode (try “Slides with Audio” or “Text and Graphics” instead). We recommend selecting the “Text and Graphics” mode for those users who experience program slowness or users that have chosen to complete the HIPAA training at home using a dial-up modem.
 - Click on **Continue** button at the bottom right of the screen
6. Click on **HIPAA Compliance**
7. Read and click on **Yes, I agree**
8. Choose your **Curriculum Track** using the dropdown box. If you are having difficulties determining your job classification, please contact your supervisor or manager. Next click on **Continue**
9. Main Menu - you must complete all of the modules that have “Required” next to the title. Once you complete a module a red check mark appears next to the” Required” symbol. You do not need to complete all of the modules in one sitting. However, if you exit the program during a module, that module will be marked as incomplete until you return to the HIPAA Training.
10. **Training must be completed within 30 days of date of hire.**

TIPS & TIDBITS

- Use the **Take Control** option in lower right of screen to exit or move around in the HIPAA training.
- Follow all the screen prompts to exit the training module and your place will be automatically bookmarked for when you choose to continue training.

For further support, please contact your department compliance coordinator for assistance.

Thank You,
UW Medicine Compliance