

HCCS Compliance Training Programs – UWMC User Instructions

Steps to Log-on and get started:

1. Go to this website link: <http://hccs.amc.washington.edu>
2. Click on the **UWMC** link
3. Enter your First name, Last name and HCCS User ID number.
IMPORTANT: enter your name & user ID number *exactly* as it appears on the user information form. Then Click on **Continue** button at the bottom right of the screen.
4. Next screen
 - Use the drop down box to select the training programs you are required to complete (if you are unsure of your requirements check with your manager or supervisor). The two choices are:
 - **Corporate (Fraud Awareness) & HIPAA**
 - **HIPAA Only**
 - Under "Viewing Options"-- Choose your viewing mode - try "Video" first and work backwards if you are experiencing difficulties. 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 training at home using a dial-up modem.
 - Click on **Continue** button at the bottom right of the screen
5. Click on your training course selection (all required courses will be listed here).
6. Read and click on **Yes, I agree**
7. Choose your Curriculum Track using the dropdown box. If you are having difficulties determining your job classification, please contact your manager or supervisor. Next click on **Continue** button
8. You are now in the Introduction section. Click **Continue** until you come to the Main Menu.
9. Main Menu - you must complete all of the modules that have "Required" next to the title. Once you complete a module a 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 training program.
10. **Training must be completed within 60 days of hire date.**

TIPS & TIDBITS

- Use the **Take Control** option in lower right of screen to exit or move around in the training programs.
- Follow all the screen prompts to exit the training module and your place will be automatically bookmarked for when you choose to continue training.
- The HCCS training programs will automatically time you out of the training after 30 minutes of inactivity.
- **Important:** You must return to the main menu to access additional required courses.

For technical support, contact the UW Medicine ITS Help Desk at 543-7012 (Monday-Friday 7am-5pm) or via e-mail at mcsos@u.washington.edu. For all other questions or help, contact Ruth Oskolkoff at 598-2765 or rosk@u.washington.edu.