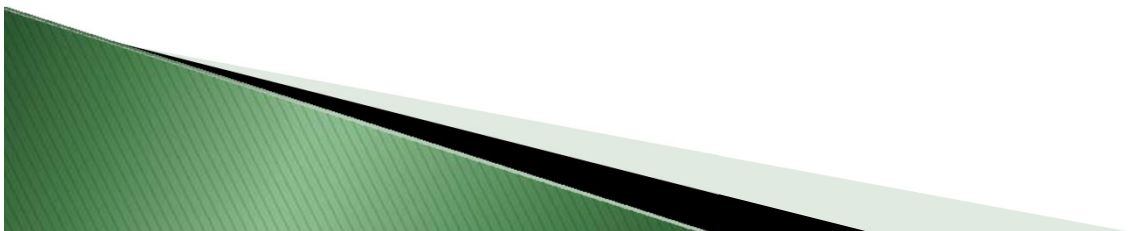




# IHS Online Privacy Training Overview

# OBJECTIVES

- Mandatory Privacy Training
- Module Overview
- IHS Web Account Access
- Training Access
- Module Training/Quiz
- Certificate of Completion
- Certificate Recovery



# MANDATORY PRIVACY TRAINING

- The purpose of this training system is to meet training requirements mandated by the Agency for annual Privacy Training, to ensure all employees are aware of their responsibility to patient privacy.
- Training will be available for IHS employees, volunteers, contractors and tribally operated facility staff to take, and provide certificate of training.
- The Indian Health Service (IHS) Online Privacy Training contains four training modules: HIPAA Privacy, HIPAA Security, Privacy Act Basics and 42 CFR Part 2 Confidentiality.
- Initial training should be completed within the first 30 days of employment and annually thereafter.
- 42 CFR Part 2 Confidentiality is only required for those staff who work in substance use disorder treatment, diagnosis or referral for treatment and/or lawful holders of substance use disorder health information.

# MODULE OVERVIEW

- There are four training modules are:

## 1. HIPAA Privacy Rule

- Understand what HIPAA is, understand patient rights, know the consequences for non-compliance with the law & recognize the importance of making a commitment to patient rights to privacy.

## 2. HIPAA Security and Breach Notification

- Data breaches have many causes, insider misuse and error increasingly are the cause of preventable security incidents. Accordingly, HIPAA Security training is a critical component of HIPAA compliance and can help I/T/U avoid costly HIPAA breach notification and enforcement actions.

## 3. Privacy Act Basics

- Understand your role in protecting privacy and the consequences for violations; define personally identifiable information (PII) and list examples; protect PII in different contexts and formats; recognize potential threats to privacy; and report a privacy incident.

## 4. 42 CFR Part 2 Confidentiality

- Federal Statutes 42 CFR Part 2 will be discussed with emphasis on confidentiality and consent to disclose information related to Substance Use Disorder Treatment Records.

# IHS WEB ACCOUNT ACCESS

- You must have an IHS Web Account to access the Mandatory Privacy Training modules
- Anyone is able to have and create an IHS Web Account
  - Click the "Login" link on the upper right, once you are logged in, you must complete your registration.
- If you are not an IHS employee, use a personal email account when you register for an IHS Web Account.
- After login, you can edit your profile or change your password using "Edit Profile" and "Change Password" links in the Login window.

# IHS WEB ACCOUNT REGISTRATION

- If you are not registered, then select “Login”
  - Login button found on privacy training page (next slide)
- Then select “Register” on the pop-up login screen
- Fill in name, e-mail, username and password



To access any login protected IHS system, you need:

1. **An IHS Web Login:** If you have an IHS.gov web account you can login by clicking the "Login" button below or "Login" link found on websites which use the login system.
2. **System Permissions:** Once your account is established you will need to request access from the website administrator of the web site in question. Contact information for the website administrator of any IHS.gov website can usually be found on the left side of the site's home page as "Contact Us" or "Content Manager".

### Create a New Web Account

\* First Name:

Middle Initial/Name:

\* Last Name:

\* E-mail:

\* Username:

**Passwords must be at least eight characters long with at least one capitalized alphabetical character, at least one numerical character and at least one special character. Passwords must be changed every 90 days**

\* Password:

\* Re-enter Password:

# HOW TO ACCESS TRAINING

- IHS webpage search Privacy Training or select link: <https://www.ihs.gov/privacytraining/>
- Then select “Training”



The screenshot shows the IHS website navigation menu at the top with links for About IHS, Locations, for Patients, for Providers, Community Health, Careers@IHS, and Newsroom. A 'My Account' link is also present. Below the menu, the 'Mandatory Privacy Training' page is displayed. The left sidebar contains links for Home, Mandatory Privacy Training, Training, Certificate Recovery, FAQs, and Contact Us. A blue arrow points to the 'Training' link. The main content area features the heading 'Mandatory Privacy Training' and a paragraph of text: 'The Indian Health Service (IHS) Online Privacy Training contains four training modules: HIPAA Privacy, HIPAA Security, Privacy Act Basics and 42 CFR Part 2 Confidentiality. The purpose of this training system is to allow IHS employees, volunteers, contractors and tribally operated facility staff to take privacy training and receive a certificate of training. Initial training should be completed within the first 30 days of employment and annually thereafter. 42 CFR Part 2 Confidentiality is only required for those staff who work in substance use disorder treatment, diagnosis or referral for treatment and/or lawful holders of substance use disorder health information.'

# SELECTING YOUR AREA AND FACILITY

- Use drop-down menu to select your Area
- Use drop-down menu to select your Facility
  - Contact your facility Privacy Liaison if you don't know your facility name
- Select "Start Training"

## Training

The Indian Health Service (IHS) Online Privacy Training contains four training modules: HIPAA Privacy, HIPAA Security, Privacy Act Basics and 42 CFR Part 2 Confidentiality. The purpose of this training system is to allow IHS employees, volunteers, contractors and tribally operated facility staff to take privacy training and receive a certificate of training. Initial training should be completed within the first 30 days of employment and annually thereafter. 42 CFR Part 2 Confidentiality is only required for those staff who work in substance use disorder treatment, diagnosis or referral for treatment and/or lawful holders of substance use disorder health information.

If you are a new user or your area/facility has changed since last registration, please provide your area and facility before you proceed with training, to proceed press "Start Training" button.

Required fields are marked with an asterisk (\*).

\* Select Area:

\* Select Facility:

Start Training

Clear Form

# BEGIN TRAINING – MODULE 1

- Select “HIPAA Privacy” link
- Another tab will open on your browser and the module will appear
- Review all slides, once complete you may close the tab
- You may save this module for your records by right clicking the document and saving to your desktop

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[Home](#) / [Training](#)

**Mandatory Privacy Training**

**Training**

Certificate Recovery

FAQs

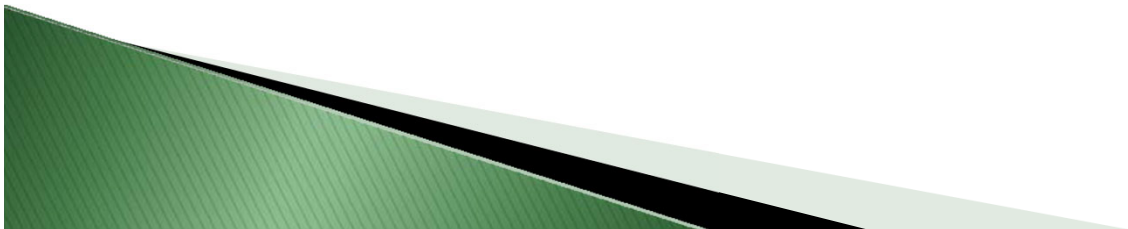
Contact Us

## Training

HIPAA Privacy

In this module, the user will understand what HIPAA is, understand patient rights, know the consequences for non-compliance with the law & recognize the importance of making a commitment to patient rights to privacy. To take training please click on the link below.

[HIPAA Privacy](#) [PDF - 20.23 MB]



# BEGIN TRAINING – MODULE 1

- After closing the module you will return the training page
- Select “Take HIPAA Privacy Quiz” button
- If you select to “Stop Training” a notice will appear stating that you have stopped training and will have 30 days to finish the training.

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## Mandatory Privacy Training

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## Training

### HIPAA Privacy

In this module, the user will understand what HIPAA is, understand patient rights, know the consequences for non-compliance with the law & recognize the importance of making a commitment to patient rights to privacy. To take training please click on the link below.

[HIPAA Privacy](#) [PDF - 20.23 MB]

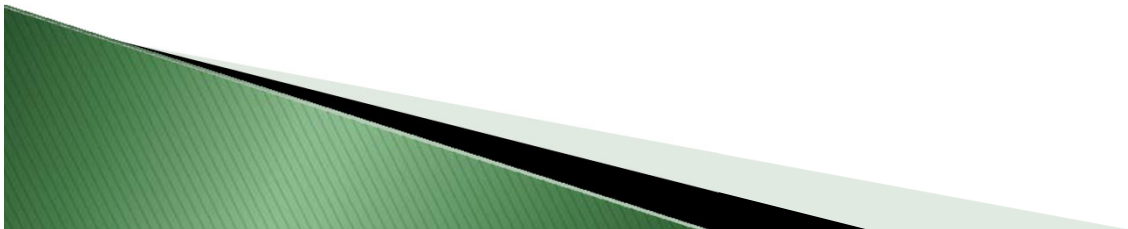
Take HIPAA Privacy Quiz

Stop Training



# QUIZZES

- There are 5 questions for each module quiz
- Questions are multiple choice and true/false
- Quizzes require a passing score of 80% or better
- Once you pass you will be automatically advanced to the next privacy training module
- After 3 failed attempts to pass the quiz, the system will halt training and send an email to the Area Privacy Coordinator for required face to face training



# ADDITIONAL MODULES

- Repeat the same process for all privacy training modules as described in previous slides

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## Training

Success! You have completed HIPAA Privacy module. Please continue.

### HIPAA Security

Data breaches have many causes, insider misuse and error increasingly are the cause of preventable security incidents. Accordingly, HIPAA Security training is a critical component of HIPAA compliance and can help I/T/U avoid costly HIPAA breach notification and enforcement actions. In this module the HIPAA Security Rule is covered. To take training please click on the link below.

[HIPAA Security](#) [PDF - 23.45 MB]



# SUCCESSFULLY COMPLETING TRAINING

- When you have successfully completed all 3 modules you have two options:
  1. Use the drop-down menu and select the certificate you want to save, print or email
  2. Or select the 42 CFR Part 2 Confidentiality training
    - if selected repeat the module review process

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## Mandatory Privacy Training

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## Privacy Training Certificate

You have successfully completed Privacy Training mandatory modules.

Select Module to take Certificate:

HIPAA Privacy

Submit

To take optional module please click on the link: [42 CFR Part 2 Confidentiality](#) [PDF - 249.28 KB]

# CERTIFICATE OF COMPLETION

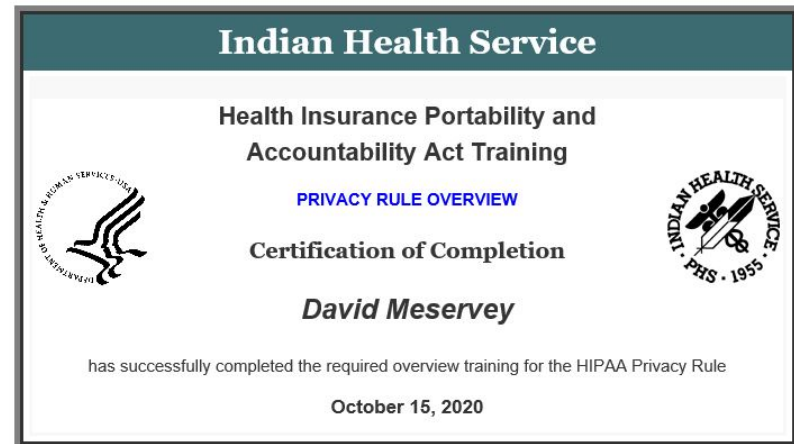
- If you select option 1 then your certificate will appear on the training page
- Use the drop-down menu to access other certificates
- You may print to PDF or email the certificate
- Reports can be generated by the Area Privacy Coordinator to verify completion of privacy training

## Privacy Training Certificate

Select Module to take Certificate:

HIPAA Privacy

Submit



To [print](#), please use "Landscape" mode. To email, do you want to use the registered email?

Yes  No

If "no" please enter email address:

Submit

42 CFR Part 2 Confidentiality

# CERTIFICATE RECOVERY

- If you need to access to your certificates at a later date then you can access them by selecting “Certificate Recovery”
- Use the drop-down menu to select the certificate(s) you need and select “Submit”
  - the process is the same as on previous slides



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## Certificate Recovery

Select Module to take Certificate:

HIPAA Privacy

Submit

# FOR QUESTIONS OR MORE INFORMATION

- Contact

Heather McClane

Privacy Officer

Division of Regulatory and Policy Coordination (DRPC)

Indian Health Service

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5600 Fishers Lane

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