



Learner Guide for Individual Learners

Use this **Learner Guide** if you're taking a course and you *are not* managing a group account. If you manage a group training account, please use the **Admin Guide** instead.

Training Steps

| 1 | Register ▶ | 2 | Take Course ▶ | 3 | Take Test ▶ | 4 | Get Certificate |
|---|--|---|--|---|-------------|---|-----------------|
| <ul style="list-style-type: none"> • Create your Login and Password on the Registration screen. • Check the name on the Registration screen carefully. Change or correct it if needed. • If you missed the first Registration link, it's also in your "NEW ORDER" email. | <ul style="list-style-type: none"> • Log-in and click the Course Name under MY TRAINING. • Use the 'Previous' and 'Next' page buttons to move forward and back through the course. • The column on the left shows all the course pages. • A green check-mark appears beside each page name after you view it. | <ul style="list-style-type: none"> • Click the 'Test' link next to your course name under the MY TRAINING link. • A passing score is 70% correct answers or better. • You can review your test answers before you submit them for grading. • Each course license includes 3 tries to pass the test. | <ul style="list-style-type: none"> • After you pass your course test, 2 links to your Certificate will appear: 'Send' and 'View'. • Click 'Send' to email a copy of your Cert to any email address, including your own. • Click 'View' to save a copy of your Cert for printing. • Certificates are in full-color, PDF format. | | | | |

1. Register on the Registration Page

Before you can take your HIPAA course, you must register to complete your account setup. You only need to register once.

- 1.) Check the spelling of your First Name and Last Name, and correct any errors.
- 2.) Create a Username (Login) and Password for your training account.
- 3.) Click the "Register" button to complete your Registration and account setup.

NOTE: If you missed the Registration link after your training purchase, it's also in the "NEW ORDER" email you received.

COURSE REGISTRATION

Email : ⓘ

Username * :

Password * :

Re-password * :

Comment : ⓘ

* Required Fields

Certificate of Completion

My HIPAA COURSE

The HIPAA Group, Inc. hereby presents

John

Register

Email Address – You can enter your email here or leave this field blank. The email field is *optional*.

Username & Password – Enter a Username (Login) and Password for your training account. Re-enter your Password to be sure its correct. Use 4-10 characters.

Comment – The Comment field is *optional*, and may be left blank if you like. Comments entered here can be used to identify your department, division, building, etc. Comments *do not* appear on your Certificate.

First & Last Name – Check your First and Last Name carefully. Correct it if needed. This is exactly how your name will appear on your Certificate. If someone else bought the training for you, their name may be shown here. *Change the First & Last Name to your name.*

Click 'Register' when all your data is correct.

YOUR TRAINING - YOUR SUCCESS Start Training Today



2. Take Your HIPAA Course

After Registering, always log-in from the main page at www.MyHIPAAtraining.com.



To Log-in -- Go to MyHIPAAtraining.com and enter the Username (Login) and Password you created in the Registration process. Be sure to enter them *exactly* as you created them, including any upper and lower-case characters.

Click the 'LOGIN' button to enter the site.

The HOME Screen

The HOME screen is what you see after logging-in. You can access your HIPAA course, your course test and your Certificate from the HOME screen.

HOME Link – Takes you back to the HOME screen.

MY TRAINING – Links to your HIPAA course and test.

EDIT PROFILE – Change your Email, Login, or Password.

TRAINING GUIDE – View or download the Training Guide.

LOGOUT – Always Log-Out when you leave the system.

Your Name – Your First and Last Name will appear here, exactly as they will appear on your Certificate.

Your Training ID – Your Training ID will appear here. This is your Account Number in the training system. Use your Training ID to identify you and your account if you email or call us for assistance.

Your Certificate – After the course and test, links appear here to download or email your course Certificate.

Navigation Tips

- Use the "PREVIOUS" & "NEXT" buttons at the bottom of all course pages.
- Course pages in the left Navigation Bar become clickable links after you view a page.
- Your "HOME" area contains links to your course, your quiz, and (after the quiz) your Certificate.
- Click "HOME" at the very top of any page to return to your "HOME" area.

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Inside Your HIPAA Course

Here's a page from a typical HIPAA course in our system.

Index of Course Pages – This column shows the title of every page in the current course. A **green check-mark** appears next to each page title after you view that page. Use the **check-marks** to see which pages you have completed so far.

Course Pages – Your course content appears here in a series of pages. This content is what you must learn in order to pass the course test and get your HIPAA Certificate.

Advanced HIPAA Privacy & Security

- ✓ Welcome to Advanced HIPAA Training!
- ✓ What This Course Covers
- ✓ The Essence of HIPAA (1)
- ✓ The Essence of HIPAA (2)
- ✓ HITECH Expanded HIPAA in 2009-2010
- ✓ The Final Rule Changed HIPAA Again in 2013
- ✓ HIPAA Terms You Need to Know (1)
- ✓ HIPAA Terms You Need to Know (2)
- ✓ HIPAA Terms You Need to Know (3)
- ✓ HIPAA Terms You Need to Know (4)
- ✓ HIPAA Terms You Need to Know (5)

Purpose of the Privacy Rule (1)

The Purpose of HIPAA's Privacy Rule

According to the Office for Civil Rights, which enforces HIPAA...

"A major goal of the Privacy Rule is to assure that individuals' health information is protected while allowing the flow of health information needed to provide high quality health care and to protect the public's health and well-being. The Rule strikes a balance that permits important uses of information, while protecting the privacy of people who seek care and healing. Given that the health care industry is diverse, the Rule is designed to be flexible and comprehensive to cover a wide variety of uses and disclosures that need to be addressed."

"The Purpose of the Privacy Rule" continues on the next page...

Prev Next

Navigation Buttons – Use the "Previous" and "Next" buttons to go forward and back through all the course pages. **You must view every page in your course** before the system will let you take the course test.

3. Take Your Course Test

When you have completed viewing every page of your HIPAA Course, return to the HOME screen and click on the course Test (under **MY TRAINING**) to go to the test.

Tests Are Timed -- The course test is timed. You have a maximum of 60 minutes to complete the test.

If You Are Interrupted -- or leave the system while taking the test, you must restart the test from the beginning when you return later. Please Log-out whenever you leave the system for any reason.

Three Test-Attempts -- Each course license includes three (3) test-attempts. This means that you have three "tries" to pass the course test. If you don't pass after three tries, you must purchase a new license to re-test. If you are stop or leave while taking a test, it does NOT count as one of your three test-attempts.

Test Questions -- The course test includes 20 multiple-choice questions (30 questions for HIPAA Masters).

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Inside Your HIPAA Course Test

Here's a page from a typical HIPAA course Test.

My HIPAA Training
The HIPAA Group

Welcome Abner Weintraub!

HOME MY TRAINING EDIT PROFILE TRAINING GUIDE LOGOUT

YOUR TRAINING - YOUR SUCCESS

1. HIPAA's Privacy Rule sets out protections and restrictions for:

Banking and credit information

Tax information

Individually identifiable health information, known as "PHI" or Protected Health Information

Automobile registration information

Prev Next

Test Questions –
Questions and multiple-choice answers appear in this area.

Navigation Buttons –
Use the “Previous” and “Next” buttons to go forward and back through the test questions.

4. Get Your Course Certificate

Access your course Certificate from the HOME screen.

My HIPAA Training
The HIPAA Group

Welcome Abner Weintraub!

HOME MY TRAINING EDIT PROFILE TRAINING GUIDE LOGOUT

YOUR TRAINING - YOUR SUCCESS

Training I.D. 705627

My Certificate

| Course Name | Email Certificate | Print Certificate |
|-----------------------------------|----------------------|----------------------|
| Advanced HIPAA Privacy & Security | send | view |

Course Certificate

Use the “Send” link to email a copy of your Certificate to yourself or any other email address.

Use the “View” link to download a copy of your Certificate.

You can use View and Send as many times as you like.

Certificate Links –
Download or email a copy of your course Certificate.

Navigation Tips

- Use the “PREVIOUS” & “NEXT” buttons at the bottom of all course pages.
- Course pages in the left Navigation Bar become clickable links after you view a page.
- Your “HOME” area contains links to your course, your quiz, and (after the quiz) your Certificate.
- Click “HOME” at the very top of any page to return to your “HOME” area.