

UW Medicine – Compliance

To: Nursing Students
From: UW Medicine Compliance
Subject: HIPAA Compliance Training

Steps to Log on and get started:

1. **Your web browser's 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 the recording of your training session(s). The process of turning off your Pop-Up Blocker varies depending on what web browser you are using. Here is the procedure for some common web browsers (as of 9/2009):
 - a. INTERNET EXPLORER (For Windows, but may work for the Macintosh version)
 - i. Open up the program
 - ii. At the top menu, click on **Tools**, then scroll down and click on **Pop-up Blocker**.
 - iii. Click on **Turn off Pop-Up Blocker**
 - b. MOZILLA FIREFOX (for Windows, but may work for the Macintosh version)
 - i. Open up the program
 - ii. At the top menu, click on **Tools**, then scroll down and click on **Options**.
 - iii. In the Options menu, click on **Content**.
 - iv. In the Content menu, uncheck **Block Pop-Up Windows**, then click on OK.
 - c. SAFARI (for Macintosh, but may work for the Windows version)
 - i. Open up the program
 - ii. At the top menu, click on Safari, then scroll down to **Block Pop-Up Windows**.
 - iii. Make sure that **Block Pop-Up Windows** is unchecked.
2. Go to this web site: <http://hccs.amc.washington.edu>
3. Click on the **UW MEDICINE** link
4. Enter your First name, Last name, and User ID number (which is your UW student number).
IMPORTANT: Enter your name and User ID number exactly as it was provided to you. Then click on the **Continue** button at the bottom right of the screen.
5. On the Next Screen:
 - a. Using the drop down box, select the Job Function of "**HIPAA LEARNERS**"
 - b. Under "**Viewing Options**", choose your viewing mode – try "**Video**" first and then 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.
 - c. 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. Using the dropdown box, choose the Curriculum Track, "**Patient Care Staff.**" Next click on the **Continue** button. Click **Continue** until you come to the Main Menu.
9. At the Main Menu:
 - a. 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 your start date.

TIPS and TIDBITS

- Use the **Take Control** option in the lower right of the 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 nursing program coordinator for assistance.

Thank you,

UW Medicine Compliance

11/12/08