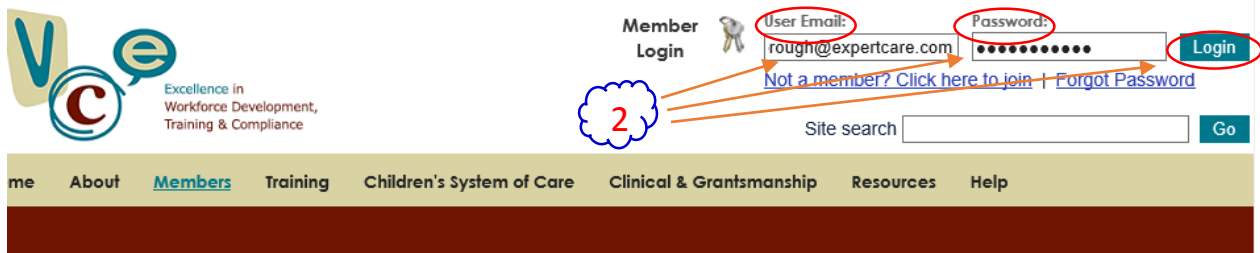
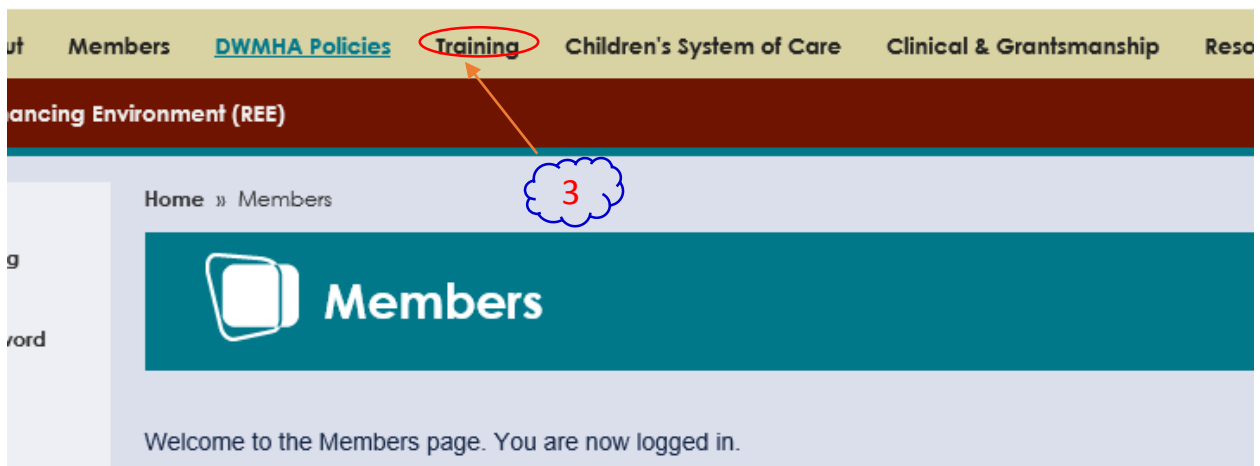


HIPAA Training Tutorial

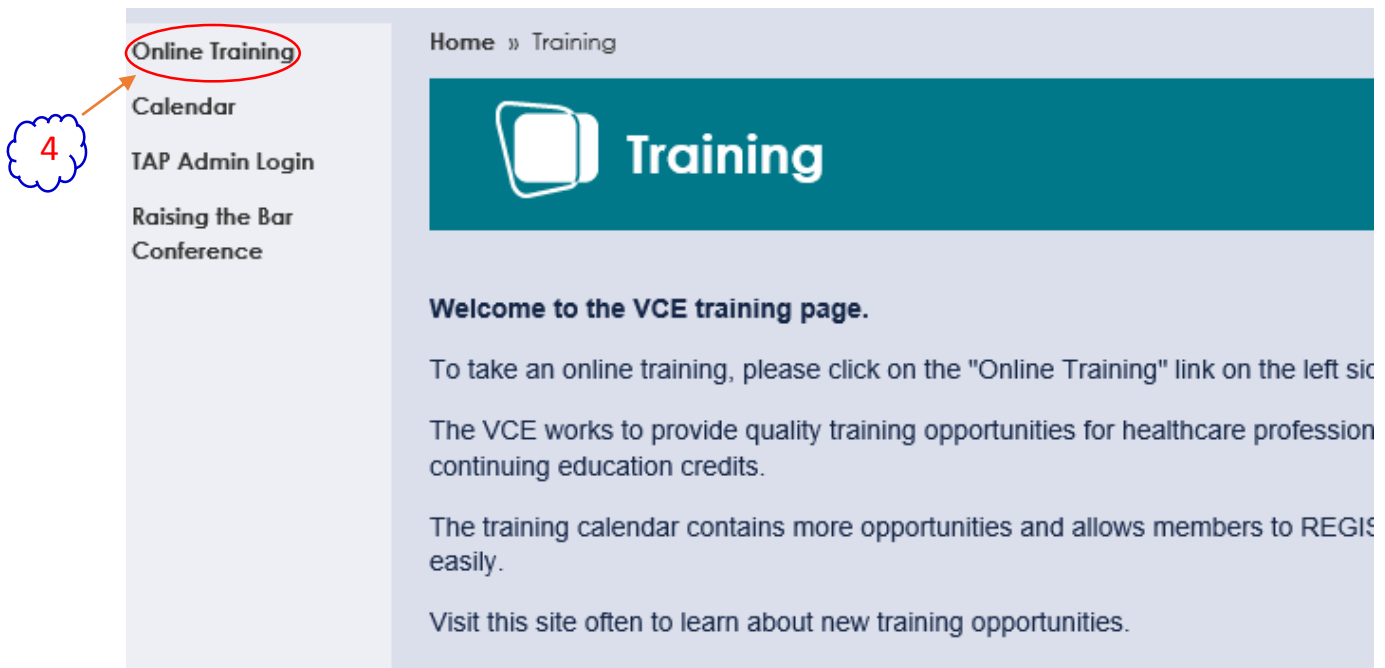
1. Go to <https://www.vceonline.org>.
2. On the top right corner, enter your user email and password, then click “Login”.



3. On the next page, click on “Training” on the top bar.

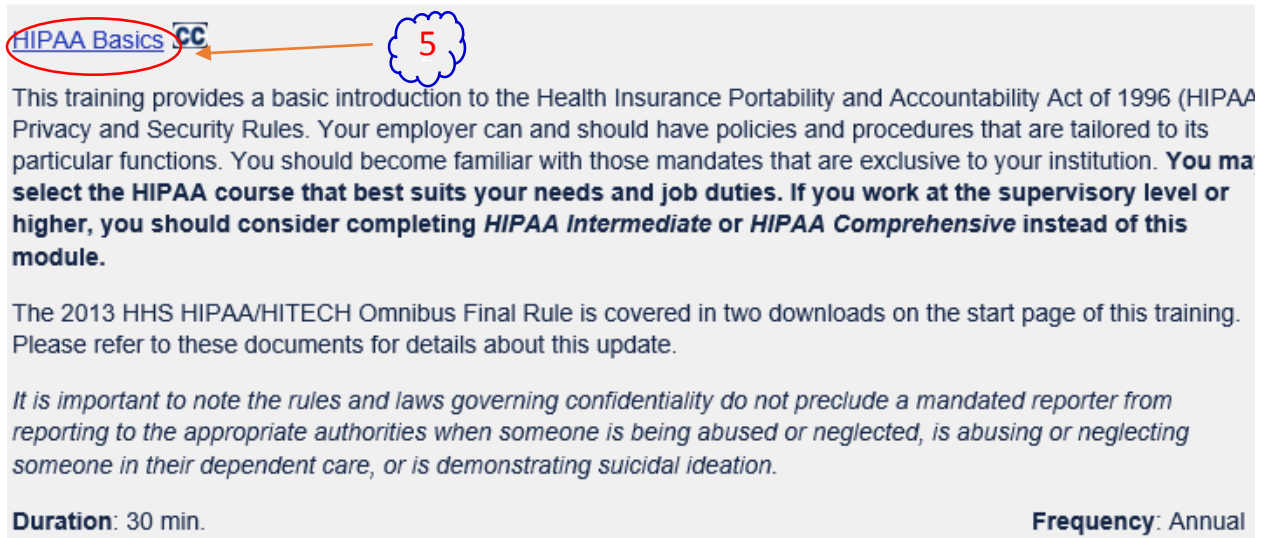



4. On the left side of the page, click on the link for “Online Training”.



HIPAA Training Tutorial

5. On the next page, scroll down and click on the hyperlink for “HIPAA Basics”.



[HIPAA Basics](#) 

5

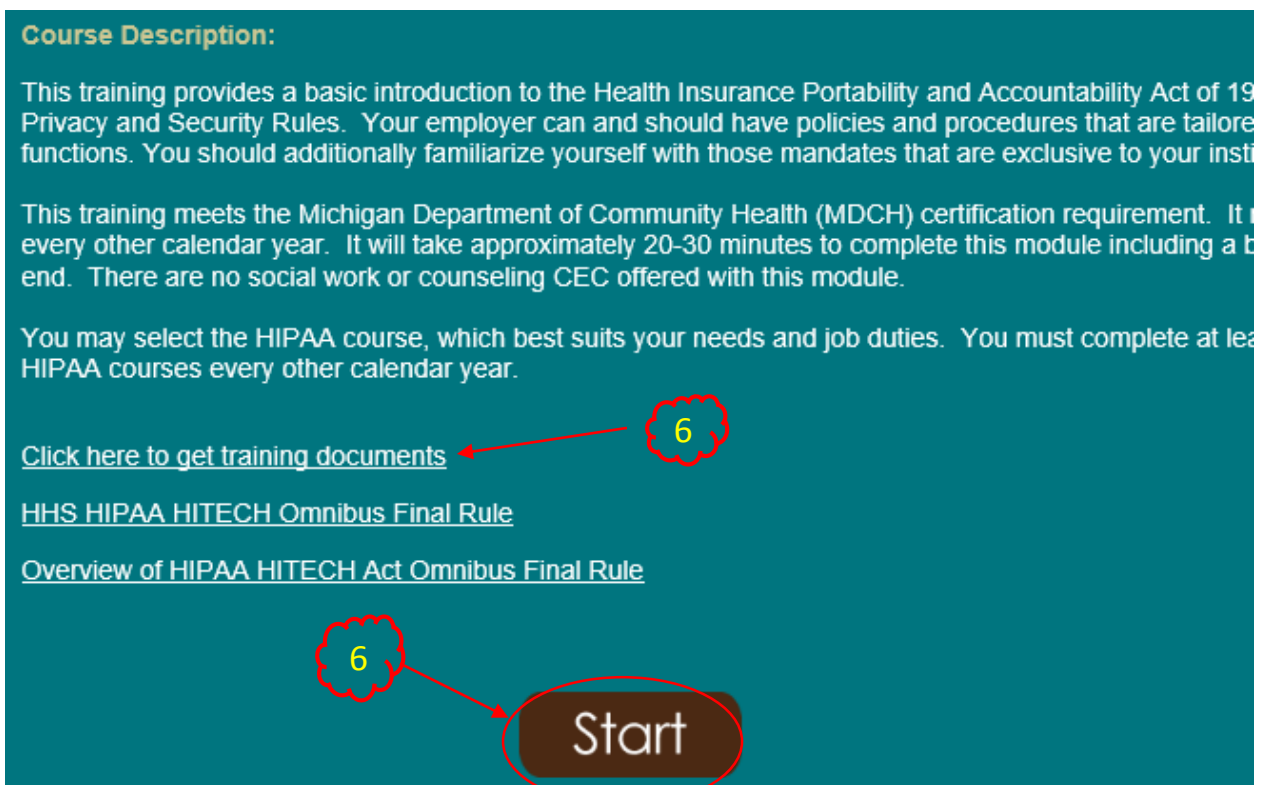
This training provides a basic introduction to the Health Insurance Portability and Accountability Act of 1996 (HIPAA Privacy and Security Rules. Your employer can and should have policies and procedures that are tailored to its particular functions. You should become familiar with those mandates that are exclusive to your institution. **You must select the HIPAA course that best suits your needs and job duties. If you work at the supervisory level or higher, you should consider completing *HIPAA Intermediate* or *HIPAA Comprehensive* instead of this module.**

The 2013 HHS HIPAA/HITECH Omnibus Final Rule is covered in two downloads on the start page of this training. Please refer to these documents for details about this update.

It is important to note the rules and laws governing confidentiality do not preclude a mandated reporter from reporting to the appropriate authorities when someone is being abused or neglected, is abusing or neglecting someone in their dependent care, or is demonstrating suicidal ideation.

Duration: 30 min. **Frequency:** Annual

6. A new tab will open and show a description for the online HIPAA training course. Prior to starting the training, click on “**Click here to get training documents**”. The documents will open in a separate window. You can refer back to the documents when taking the on-line quiz at the end of the training. Click “**Start**” to begin the course.



Course Description:

This training provides a basic introduction to the Health Insurance Portability and Accountability Act of 1996 (HIPAA Privacy and Security Rules. Your employer can and should have policies and procedures that are tailored to its particular functions. You should additionally familiarize yourself with those mandates that are exclusive to your institution.

This training meets the Michigan Department of Community Health (MDCH) certification requirement. It is required every other calendar year. It will take approximately 20-30 minutes to complete this module including a brief quiz at the end. There are no social work or counseling CEC offered with this module.

You may select the HIPAA course, which best suits your needs and job duties. You must complete at least one HIPAA course every other calendar year.

[Click here to get training documents](#)

[HHS HIPAA HITECH Omnibus Final Rule](#)

[Overview of HIPAA HITECH Act Omnibus Final Rule](#)

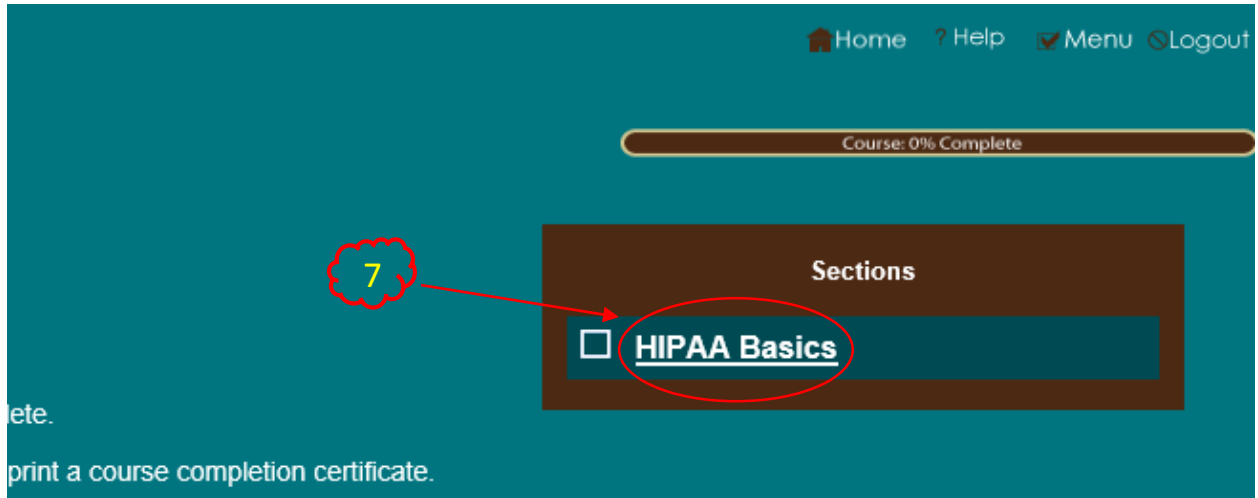
6

6

Start

HIPAA Training Tutorial

7. On the right of the page, click on the link for “**HIPAA Basics**”.



8. The next page will show a video. Click on the arrow to begin the video. It is about 13 minutes long.



HIPAA Training Tutorial

9. When the video is finished, click “**Continue**” to the right of the video.



10. The next page will take you to the online quiz. It is 10 questions long. Click on the bubbles next to the answer you believe to be correct for each question accordingly. Then click “**Submit**”.

A. Each program director
B. Every employee
C. The executive director or his designee
D. The individual's family

Question 10

always use the _____ amount of protected health information to do our job:

10

A. Correct
B. Minimum
C. Acceptable
D. None of the above

Submit

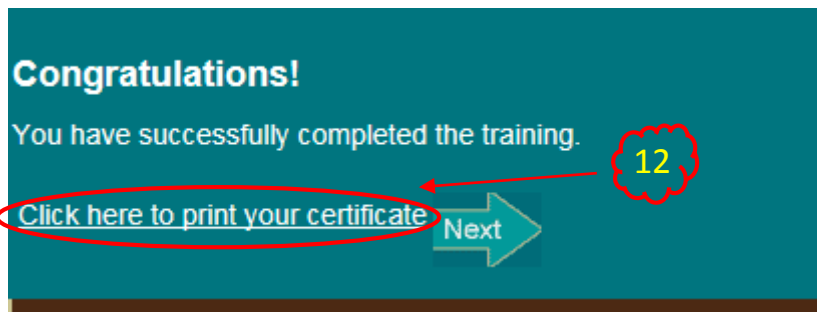
10

HIPAA Training Tutorial

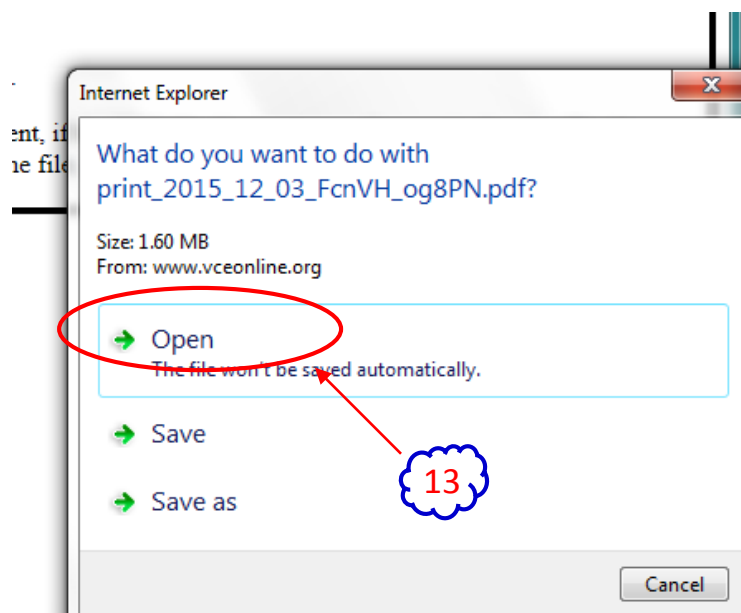
11. You must answer each question correctly before completing the course. However, you are allowed to retake the quiz as many times as needed. When finished, click on the link to proceed to printing certificate.



12. Click on the hyperlink to load your **certificate of completion**. Two windows may appear depending on which internet browser you are using.

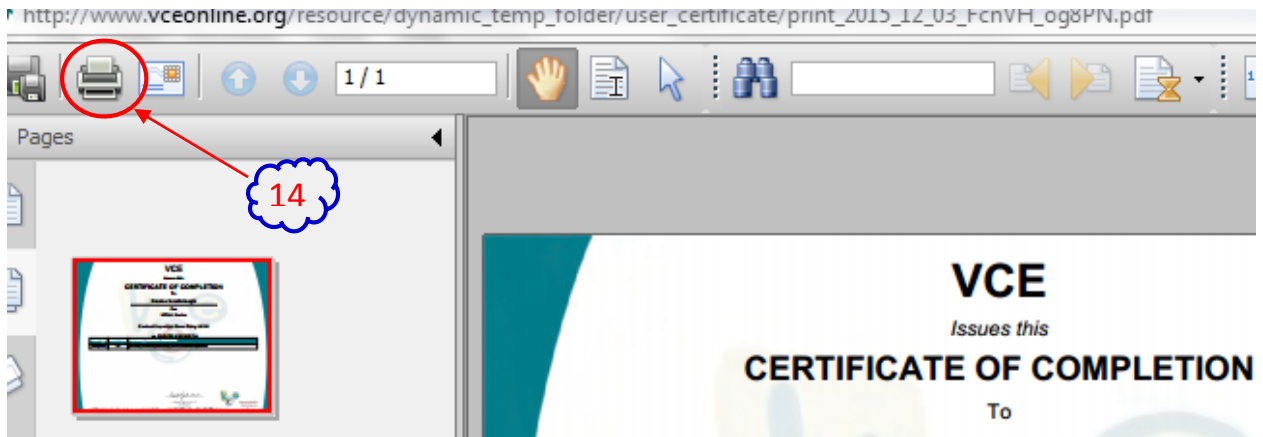


13. If you are using Internet Explorer, in the second window, click "Open" to load your certificate of completion.



HIPAA Training Tutorial

14. Click on the **Print icon** to print your certificate for your records. Then, email your certificate to ExpertCare at training@expertcare.com to complete your training requirements.



15. If you do not have an available printer, click on the **Save icon** and you can then email your certificate of completion to ExpertCare at training@expertcare.com.

