



Announcing . . .

HIPAA Privacy and Security Awareness

Duration : 1 hours

System requirements

- Microsoft Internet Explorer 6.0 or Firefox 2.0
- 800 × 600 screen area or greater (resolution), high or medium color
- 1.0GHz processor and 64MB of RAM
- HP site network access or high speed Internet HP VPN access
- JavaScript enabled browser
- Pop-up blockers disabled

Description

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The purpose of this course is to familiarize you with the basic requirements of the HIPAA privacy and security standards, increase your knowledge of information security and reduce security risks to HP and HP clients.

It focuses on the importance of information security, and the handling of Protected Health Information (PHI) that is created, accessed, or maintained for our clients. It also teaches about recent legislation, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996, which has mandated the protection of PHI.

This course describes existing risks and the business practices HP has in place to help mitigate those risks. Information security risks, such as unauthorized access to systems and physical locations, loss of data, and business system interruptions due to viruses and worms are examples of what is included.

Objectives

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By the end of this course, you should be able to:

- Describe the purpose of recent legislation related to information security, such as the Health Insurance Portability and Accountability Act (HIPAA), and related regulations (ARRA and HITECH)
- Identify Protected Health Information (PHI)
- Apply HP privacy and security policies and standards to protect HP and client assets and information
- Take the appropriate steps if privacy or security is compromised
- Understand who must comply with HIPAA and who is accountable for penalties if violations occur
- Identify the benefits of following privacy and security policies and standards

Audience

Audience

The audience for this course includes all leaders, individual contributors, and contractors who handle, have access to, or may be exposed in any way to protected health information.

Access

To access the courses

You can either click the direct link for each course, or follow the instructions below:

1. Go to [Grow @hp](#)
2. Select "Advanced Search" in the Catalog Search box
3. Select "Courses"
4. Enter the "Course ID" from the list below in the appropriate field and click the "Search Learning Catalog" button.
5. Click on the title of the course, then Register

Course ID	Title
00192120	HIPAA Privacy and Security Awareness Direct link

Access illustration:

Step 1: after you go to the registration site (either by course ID or through the deep link), click "Register"

grow @hp | My Success Plan | My Learning | My Reviews | My Skills and Competencies | My Profile

My Learning | Learning Requests | Knowledge Center | Search | Browse Catalog | Browse Knowledge Base | Knowledge Base | Content Development | Collaboration

Learning Details: HIPAA Privacy and Security Awareness

Main | More Details

Title	HIPAA Privacy and Security Awareness		
Version	0		
Description	<p>The purpose of this course is to familiarize you with the basic requirements of the HIPAA privacy and security standards, increase your knowledge of information security and reduce security risks to HP and HP clients.</p> <p>It focuses on the importance of information security, and the handling of Protected Health Information (PHI) that is created, accessed, or maintained for our clients. It also teaches about recent legislation, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996, which has mandated the protection of PHI.</p> <p>This course describes existing risks and the business practices HP has in place to help mitigate those risks. Information security risks, such as...SCROLL down and click on the Course Description Attachment to view the entire course Description.</p> <p>The audience for this course includes all leaders, individual contributors, and contractors who handle, have access to, or may be exposed in any way to protected health information.</p>		
Target Audience			
Domain	Internal		
Completion Marked by	Provider		
Attachments	<p>Print Export</p> <table border="1"> <thead> <tr> <th>Name</th> </tr> </thead> <tbody> <tr> <td>Course Description - WBT</td> </tr> </tbody> </table>	Name	Course Description - WBT
Name			
Course Description - WBT			

Register | Cancel

Step 2: You might need to click "Register" again in the next web page--- confirmation only

- Learning
- Learning Requests
- Knowledge Center
- Search
- Browse Catalog
- Browse Knowledge Base
- Knowledge Base
- Content Development
- Collaboration

Learning Catalog

[Courses](#) |
 [Offerings](#) |
 [Packages](#) |
 [Certifications](#) |
 [Curricula](#)

[Simple Search](#) | [Configure](#)

Location	<input type="text"/>	<input checked="" type="checkbox"/>	Keyword	<input type="text"/>	<input checked="" type="checkbox"/>
Delivery Type	All	▼	Start Date >=	07/01/2010	<input type="text"/>
Language	Select One	▼	End Date <=		<input type="text"/>
Category	<input type="text"/>	<input checked="" type="checkbox"/>	Facility	<input type="text"/>	<input checked="" type="checkbox"/>
Competency	<input type="text"/>	<input checked="" type="checkbox"/>	Currency	US Dollars	▼
Course or Offering ID	<input type="text"/>		Field of Study	<input type="text"/>	<input checked="" type="checkbox"/>
Country	<input type="text"/>	<input checked="" type="checkbox"/>	State/Province	<input type="text"/>	
City	<input type="text"/>		Title	HIPAA Privacy and Security	

|

[Calendar View](#) | [Print](#) | [Export](#) | [Modify Table](#)

Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Price	Actions
HIPAA Privacy and Security Awareness	0	Web Based (Self-Paced)						English	0.00 USD	Register

Step 3: Click "Launch Content" button

- My Learning
- Learning Requests
- Knowledge Center
- Search
- Browse Catalog
- Browse Knowledge Base
- Knowledge Base
- Content Development
- Collaboration

Registration Confirmation

[Printer Friendly Version](#)

Order Contact	Timothy Fang
Billed To	Human Resources
Order Status	
Order Number	07335332

Order Items	Title	Learners	Delivery Type	Status	Actions	Price	Launch Content
	HIPAA Privacy and Security Awareness	Timothy Fang	Web Based (Self-Paced)	Confirmed	Notes	0.00 USD	Launch Content

Order Total 0.00 USD
 Discount 0.00 USD
 Total 0.00 USD

Step 4: Click "Launch" button

- My Learning
- Learning Requests
- Knowledge Center
- Search
- Browse Catalog
- Browse Knowledge Base
- Knowledge Base
- Content Development
- Collaboration

Progress Report for HIPAA Privacy and Security Awareness



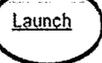
You cannot mark this course complete.

Offering Name: HIPAA Privacy and Security Awareness
Learner Name: Timothy Fang
Overall Completion Status: Not Evaluated
Score: 0
Grade:
Comments:

Results by Module

[Print](#) | [Export](#) | [Modify Table](#)

Module	Required?	Completion Status	Mastery Score	Attempts On Content	Score	Actions
00192120_20100701	Required	Not Evaluated		Unlimited		Launch



[Cancel](#)

Step 5: A separate pop-up window will show up for you to take the HIPAA course
Enjoy the course & Happy Learning!

GA MMIS Account Onboarding Checklist (for Manager) 100 Crescent Centre Parkway Location

To be used by Employee's Manager

Name:	Start date:
Global ID (z-ID):	Team/Position:
eMail Address:	Job Code:

- Complete GA MMIS Account required HP training for all state/local healthcare employees
 - HIPAA Privacy and Security Awareness
<http://grow.hp.com/Saba/loginAsUser.jsp?deepLinkName=CourseDetail&deepLinkParams=courseld=00192120>
- Complete the following tasks to ensure account HIPAA compliancy:
 - Read and understand the GA MMIS Account instructions and guidelines for sending emails with PHI using ZixMail:
 - [GA MMIS HIPAA Privacy and Security Training](#) (located in SharePoint in the PMO folder)
 - [GA MMIS HIPAA Policy Procedures](#) (located in iTRACE on the Admin page)
 - Install ZixMail on your computer, or ensure it's installed at the following link: [ZixMail Instructions](#)
 - Send a ZixMail email to the gammishipaa@eds.com mailbox stating ZixMail has been installed on your computer and it will be utilized per the Account guidelines
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