

# ANNUAL HIPAA TRAINING NOTICE 2014

2 page memo/info

It's that time again! I know no one wants to do this training *again* but the sooner you do it the fewer emails about it you will receive. All employees, grad assistants and volunteers should complete.

Thanks!

*Polly*

**From:** UF Health Science Center Faculty, Staff, Students [<mailto:HSC-L@LISTS.UFL.EDU>] **On Behalf Of** Blair, Susan A  
**Sent:** Wednesday, January 08, 2014 2:15 PM  
**To:** HSC-L  
**Subject:** Annual HIPAA Training

**To all UF Health employees and volunteers in UF's healthcare components – faculty, residents, fellows, staff, and volunteers in all locations:**

*Please excuse multiple copies of this email. But, please forward this email to all members of your department, as needed. If you are NOT currently employed or volunteering in the UF Academic Health Center, you may ignore this message. (You are receiving this message because you are listed on an HSC departmental email list.)*

*COVM members – if you have any questions, please call 352-294-4350.*

**Annual HIPAA training for 2014 is available now for all employees and volunteers, including faculty, residents, fellows, staff and volunteers, full-time and part-time. If you have already completed your HIPAA training since Dec. 1, 2013, you are in compliance for this year – you do NOT need to repeat the training.**

**The deadline for UF Health employees and volunteers to complete this annual training and Confidentiality Statement renewal is Feb. 28, 2014. Consistent with UF policy, failure to complete the requirements by the deadline will result in disciplinary action to be imposed upon non-compliant departments and employees.**

- **Please complete only one of the training modules – not both!**  
If you're involved in human-subject research in any way, complete HIPAA & Privacy – Research: <http://privacy.health.ufl.edu/training/ResearchPrivacy/online.shtml>  
If you are not involved in research, complete HIPAA & Privacy General Awareness: <http://privacy.health.ufl.edu/training/hipaaPrivacy/instructions.shtml>  
(If you're not sure, you're better off with HIPAA – Research as it combines both training modules.)
- **Complete a new Confidentiality Statement** – it is separate from the training! Go to: <http://privacy.health.ufl.edu/confidential/index.shtml> and follow the brief instructions.

- **Access to training via the myUFL system has been expanded** to provide automatic access for many non-employees, including students and volunteers. However, if you do not see the "Request Training Enrollment" link, then you do not have access. If you are new to UF, keep checking - the link will appear when your profile is complete. Anyone required to complete HIPAA training, who will not have automatic access, may be given a "Person of Interest" (POI) affiliation by their department. Visit the Human Resources webpage for more information:  
<http://www.hr.ufl.edu/training/myufl/toolkits/poi.asp>  
 If you have questions about your access, contact Jamie Cooke at (352) 273-1762 or at [jamie-cooke@ufl.edu](mailto:jamie-cooke@ufl.edu).
- **And finally, the process will be different this year** in that the Privacy Office will not be following up with departments after the deadline. It is the responsibility of the department to verify that training is completed timely. The Privacy Office will confirm training has been completed via audits; results will be reported to UF Health administrators for further action.

**To access HIPAA training, follow the detailed instructions found at the links above.**

1. **You must enroll in the training first.** After enrolling, click the blue hyperlink (URL) to complete the training.
2. **Pay close attention at the end** of the module to complete the testing and display your certificate.
3. **Your certificate is only available at the end of the training.** Once you close the certificate window, you will not be able to retrieve the certificate later. Print, make a screenshot, and/or save the certificate image while it is on the screen!
4. **Your updated training date** will display in your myUFL Training Summary the day after completion.

**Other Notes:**

1. **Departments are ultimately responsible** for assuring that all faculty, residents, fellows and employees are notified of the training due date, how to access the training, and for follow-up until the training is completed.
2. If you have any technical problems with accessing training, please contact:  
 (Ms.) Jamie Cooke  
 Compliance Training Administrator  
 Training & Organizational Development  
 Email: [jamie-cooke@ufl.edu](mailto:jamie-cooke@ufl.edu)  
 Phone: (352) 273-1762
3. **Staff members responsible for tracking completion of HIPAA training** for their department can access reports through Enterprise Reporting. Reports generally run about 1-2 days behind. Staff must have the role of UF\_EL\_TRAINING\_REPORTS to access these reports. Go to Enterprise Reporting > Access Reporting > Human Resources Information > Training and Organizational Development > then choose from the options for reports: by department, by employee, etc.  
**Managers can also access training completion information through Manager Self-Service.**

Students should continue to follow the summer schedule (May – August) as directed by the college for training. Students who are also employees should complete the training now, or as instructed by their employing department.

As always, please don't hesitate to call or write if you have questions.  
Thanks for your kind compliance and patience,

*Susan A. Blair*

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