



ONLINE HIPAA AWARENESS TRAINING FOR HEALTHCARE PROVIDERS & STAFF

By federal law, healthcare providers and staff must comply with HIPAA (Health Insurance Portability and Accountability Act) Privacy Regulations. All staff is required to complete 1.5 hours of HIPAA Awareness Training. The training gives an overview of HIPAA Privacy regulations, information and guidelines to keep information private and confidential.

The training is self-paced and done online. It should take about 1.5 hours to complete. You do not need to complete the training in one sitting. If you get interrupted, you can log off or close the browser. When you want to resume, log in again and click on the lesson that you left off and continue.

At the end of the training, there is a final exam that you must pass. You may take it as many times as needed to pass. You may also take the final exam again to get a higher score. After passing, enter your name on the on-screen certificate. You will then receive a PDF certificate for your records. **We will receive a copy automatically, so there is no need to send us a copy.**

COST: \$20.00 per person, per training (Awareness Training; Security Training [optional])

Mail payments to: **East Hawaii IPA 670 Ponahawai St., Ste. 117, Hilo, HI 96720**

- **The Awareness Training** is for all staff, satisfies the HIPAA Training requirement under the HIPAA Privacy laws, and gives an overview of HIPAA regulations.
- **The Security Training** must be taken in addition to the Awareness course by the designated HIPAA compliance officer (usually the physician or office manager) and the IT staff, or others who are in charge of implementing HIPAA security measures.

Questions? Please contact Joyce Vitales at jvitales@ehiipa.com or 797-3113

PRACTICE NAME: _____

ATTENDEES: (Please print legibly and list each name separately) **AMOUNT:** \$_____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

If you are planning on having a staff member take the training who is NOT LISTED above, please email Joyce BEFORE they take the training. Mahalo.

FAX REGISTRATION TO: 808-935-4472 OR email to jvitales@ehiipa.com