

HIPAA COMPLIANCE

Employee User Guide



PAST MEDICAL HISTORY

<input type="checkbox"/> Ulcers	<input type="checkbox"/> Gall Bl	<input type="checkbox"/> Liver Dis	<input type="checkbox"/> High Blood Pre
<input type="checkbox"/> Hemor	<input type="checkbox"/> Hepatitis	<input type="checkbox"/> Diabetes	<input type="checkbox"/> High Choleste
<input type="checkbox"/> A	<input type="checkbox"/> Thyroid Dis	<input type="checkbox"/> High Blood Pre	

Why do I need to take a HIPAA course?

It's simple, we are required to comply with the Health Insurance Portability and Accountability Act (HIPAA). In compliance with HIPAA, all our employees are required to complete HIPAA training and be aware of, understand, and agree to follow our organization's policies & procedures to protect patient information.

In addition to meeting these HIPAA requirements, training and understanding our policies is critical in the fight against cybercriminals, who target healthcare more than ANY other industry.



HIPAA Security Awareness Training FAQs



How long will the training program take?

- Training should take approximately 60 minutes to complete.

Do I have to complete the training in one sitting?

- No. You can start and stop the training at any point. When you return to finish the training, make sure you click “resume” to pick up where you left off.

What does the training course consist of?

- The training course is made up of case study-based videos that provide real-life examples of incidents that can happen to anyone, at any time. Following each case study, you’ll go through “lessons learned”, which will provide details on the incident, the outcome, and how it could have been avoided.

How do I get credit for completing the course?

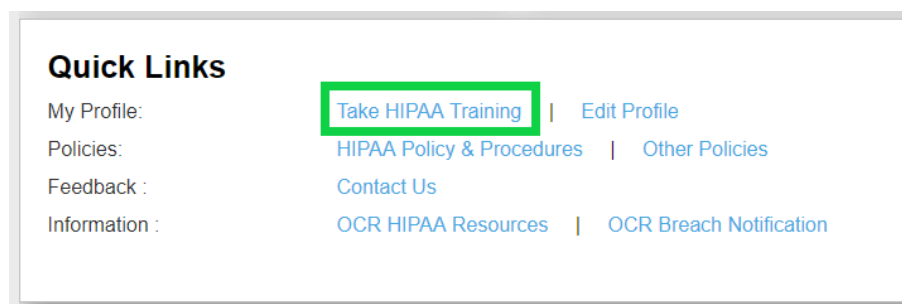
- To receive credit for completing the training, you must complete a 20-question quiz following the course. You will need to receive a passing score of 80% to satisfy this requirement. Upon successful completion, you will receive a training certificate indicating that you have passed the course.

How to Complete HIPAA Training

1. Login to your account: <https://www.phi-protect.com/login>
 - Can't log in? Contact us: bmonthey@mid-citiesmedical.com
2. On the home screen dashboard, locate the “**Annual Requirements**” tile. Here you will be able to access the training course and the training quiz.
3. Select “**View the HIPAA Training Course**” to begin.



Helpful Hint: You can also access the HIPAA training course and quiz by using the “**Quick Links**” at the bottom of the page. Once you’re in the Quick Links section, select “**Take HIPAA Training**”.



4. On the next screen, click on the link “**Click here to access the HIPAA Training Class**”.



5. On the following screen, begin with **Step 1** to complete your training program.
6. Once you’ve gone through the training course, move on to **Step 2** to complete your 20-question quiz.
7. Once you successfully complete your quiz (with a score of 80% or higher), you will have the option to **print your training certificate**.



The deadline for completing your HIPAA Security Awareness Training course is **6/16/2021**

Policies & Procedures

FAQs



Why do I have to acknowledge policies & procedures?

- You can't follow the rules if you don't know them, right? That's why it is extremely important that you know about each one of our organization's policies & procedures. Not only do you need to know these policies & procedures exist, but you must understand them and agree to comply with them. This is important not only to our organization but to HIPAA as well.

Are the HIPAA policies and procedures built into the portal?

- Yes. All our HIPAA policies and procedures have been uploaded into one convenient location for you to reference.

What if I have questions or don't understand one of the policies or procedures?

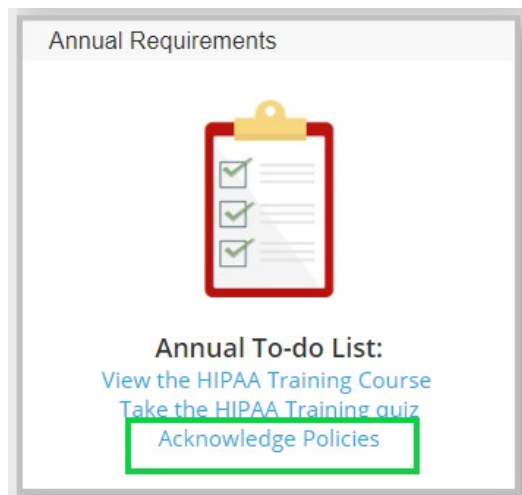
- It is critical that you understand our expectations with all policies and procedures. If you have any questions or would like to discuss any of these items, please contact a member of our management team.

What do I do after I've reviewed and understand all our policies and procedures?

- Once you've gone through each one of our HIPAA policies and procedures and understand our expectations, you're ready to electronically acknowledge that you agree to abide by them.

How to Acknowledge Policies & Procedures

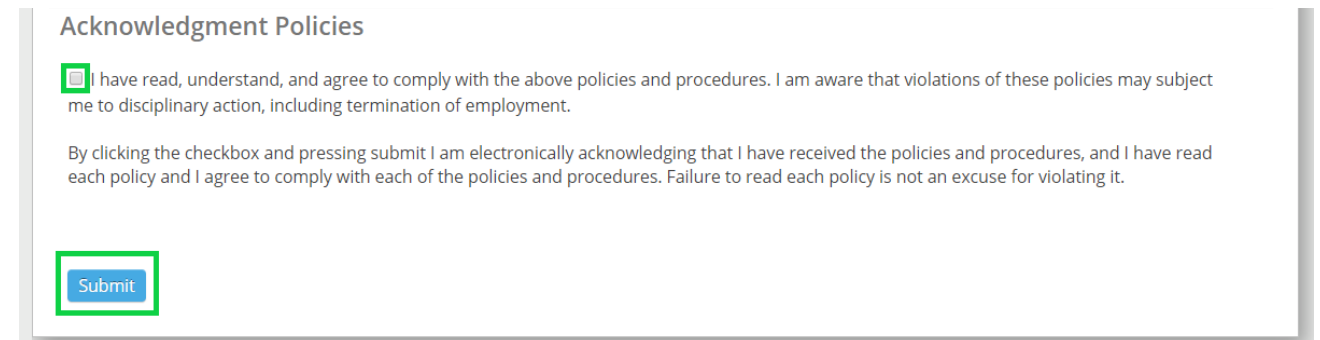
1. On the home screen dashboard, again locate the **“Annual Requirements”** tile. This will be the same tile from the previous step where you located the HIPAA training course.
2. Select **“Acknowledge Policies”** to begin.



Helpful Hint: You can also access the HIPAA Policies & Procedures by using the **“Quick Links”** at the bottom of the page. Once you’re in the Quick Links section, select **“HIPAA Policies and Procedures”**.



3. On the next screen, you will see your HIPAA policies & procedures. Select **“View”** next to each one to read that policy/procedure.
4. Once you have read and understand all the policies & procedures, you’re ready to acknowledge your cooperation with our organization’s policies & procedures. To do so, scroll to the bottom of the HIPAA policies page. Under **“Acknowledgment Policies”** you will **check the box** to indicate your acknowledgement and hit **submit**.

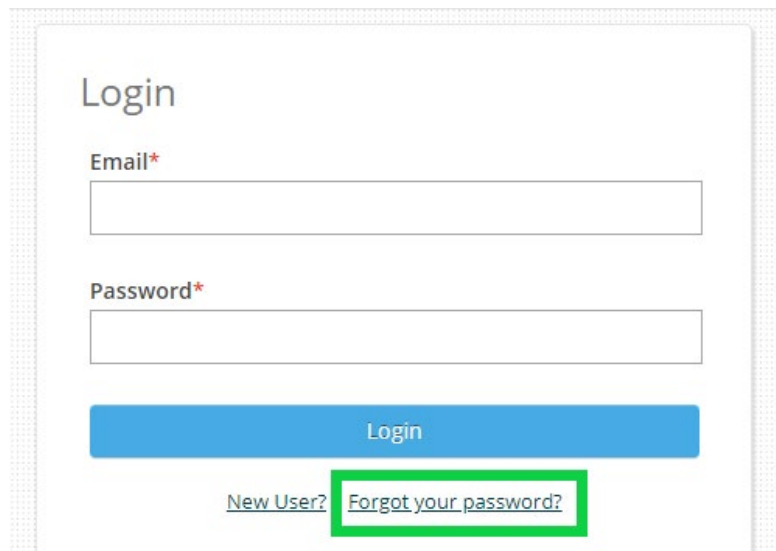


The deadline for acknowledging our Policies & Procedures is **8/31/2021**

Resetting Your Password

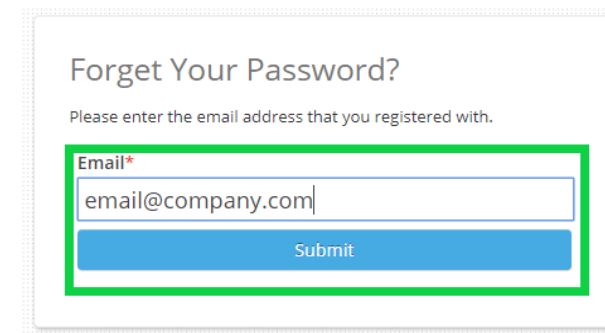
Did you forget your password? No problem! Follow these steps and we'll promptly email you a new one!

1. On the login page, click **"Forgot Your Password?"**



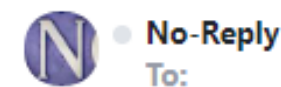
The image shows a login form with the title "Login". It contains two input fields: "Email*" and "Password*". Below the "Password*" field is a blue "Login" button. At the bottom of the form, there are two links: "New User?" and "Forgot your password?". The "Forgot your password?" link is highlighted with a green rectangular box.

2. Enter your email address you registered with or the one that was used by your organization to register you. Click **"Submit"**.



The image shows a form titled "Forgot Your Password?". Below the title is the instruction "Please enter the email address that you registered with." There is an input field labeled "Email*" containing the text "email@company.com". Below the input field is a blue "Submit" button. The entire form is highlighted with a green rectangular box.

3. An email will be sent to the address you entered in the step above with a prompt the reset your password.



Click on the link below to reset your password.

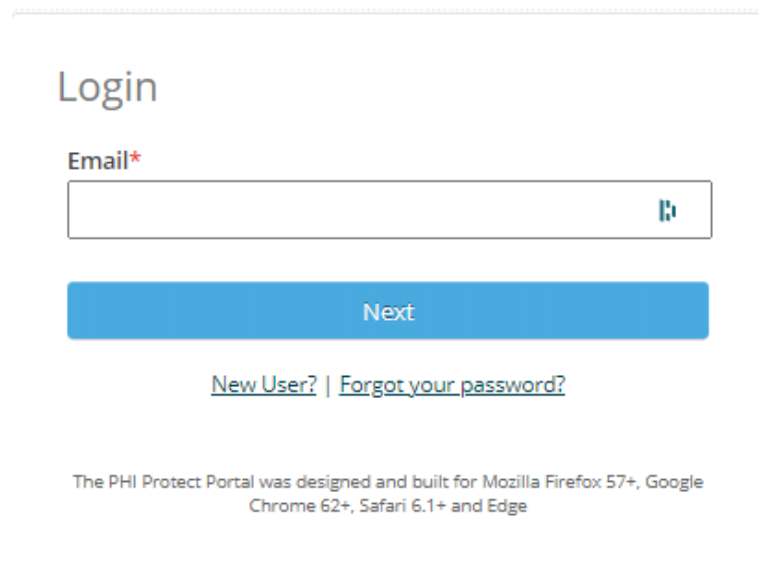
[Reset Your Password](#)

Having trouble resetting your password? Reach out to us and we would be happy to help!

New User

Are you a new user? No problem! Follow these steps to get registered.

1. In a web browser, go to: <https://www.phi-protect.com/login>



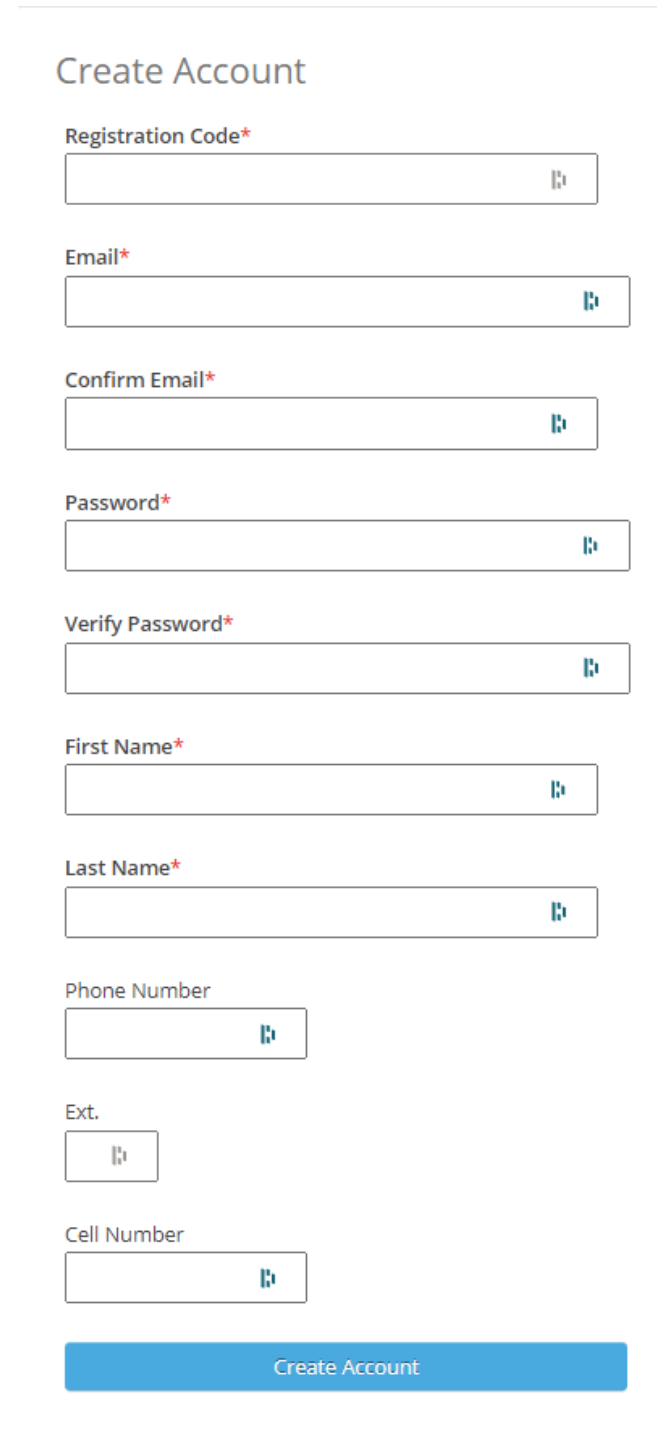
The screenshot shows the 'Login' page of the PHI Protect Portal. It features a text input field for 'Email*' with a blue 'i' icon on the right. Below the field is a blue 'Next' button. Under the button are two links: 'New User?' and 'Forgot your password?'. At the bottom, a small note states: 'The PHI Protect Portal was designed and built for Mozilla Firefox 57+, Google Chrome 62+, Safari 6.1+ and Edge'.

2. On the login page, click “New User?”

Having trouble registering? Reach out to us and we would be happy to help!

3. Fill out the form and click Create Account.

* The Registration Code is: **ctutdhrw3f**



The 'Create Account' form contains the following fields: 'Registration Code*' (with a blue 'i' icon), 'Email*' (with a blue 'i' icon), 'Confirm Email*' (with a blue 'i' icon), 'Password*' (with a blue 'i' icon), 'Verify Password*' (with a blue 'i' icon), 'First Name*' (with a blue 'i' icon), 'Last Name*' (with a blue 'i' icon), 'Phone Number' (with a blue 'i' icon), 'Ext.' (with a blue 'i' icon), and 'Cell Number' (with a blue 'i' icon). A blue 'Create Account' button is located at the bottom of the form.

Good luck!

Remember, complying with HIPAA is critical for regulatory reasons, to have strong safeguards to fight cybercriminals, and most importantly to protect the patient data we store, access or transmit.

Thank you for doing your part!



PAST MEDICAL HISTORY

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