

HIPAA MODULES INSTRUCTIONS

All students and new faculty must complete both courses.

Instructions:

1. Log in to Los Angeles County Public Health's e-learning system:

www.ph.lacounty.gov/elearning

2. All individuals new to the site must click "New Member Registration" and complete all information requested in demographics.

- a. **Email address:** School or Personal
- b. **Password:** Create a password that is easy to remember and write it down. If you forget or lose it you will have to start all over by creating a new account. Information Technology (IT) System will not be available to assist with lost or forgotten passwords.
- c. **Job Title:** Student
- d. **Employer:** Use School abbreviations (i.e. APU, CSUDH, Western, etc.)
- e. **Telephone:** Leave Blank
- f. **Supervisor email:** Optional. Insert clinical instructor's email address
- g. **Will you be taking CME courses and obtain CME credit?** Select "No"
- h. **LA County Employee?** Select "No"
- i. Submit Information

3. Log in to e-learning

4. Click on: "My Courses"

5. Select: Click and Select "Special Course (By Invitation only)"

6. Under University Affiliation you will see two courses. You will only be able to take one course at a time.

- a. HIPAA Compliance Electronic Security
- b. HIPAA Privacy Rule

7. Access code for both courses: nursingstudents. Click "Sign Up."

(Once you type in access code, course will show in My Courses. If you exit the page, click My Courses then Course Map to reenter course)

8. Under "Module(s)", click on course upload file hyperlink. Download PDF file. It can be viewed on screen or printed out. Once completed, use the **back arrow** to take you to the e-learning page. If you exit out, you will be exited completely out of e-learning

and you will have to reenter your log in information.

9. Once you have completed viewing the presentation: Click:
 - a. HIPAA Compliance Electronic Security /HIPAA Privacy Rule Module
 - b. Click “Start Module 1” button and begin test
 - c. Upon completion of test click “Save”
 - d. You will automatically be directed to the Course Map to review test results or print our certificate of completion. A score of 100% is mandatory for completion of all modules
 - e. If 100% is not met, module must be retaken
10. Submit both courses’ certificates of completion to your instructor.
11. Instructors - please scan and email all students’ certificates to universityaffiliates@ph.lacounty.gov, one week before the first day of clinical rotation with Los Angeles County Department of Public Health.