

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 Login" 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 instructors email address
 - g. Submit Information
3. Log in to e-learning
4. Click on: My course
5. Select: Display List: This is a drop down menu. Click on Special course (By Invitation only)
6. Under course list you will see two courses. You will only be able to take one course at a time.
 - a. Health Insurance Portability and Accountability Act (HIPAA) Compliance
 - b. Stimulus Act and HIPAA
7. Access code for both courses: **nursingstudents**

(Once you type in password course will show in My Course, click course map to reenter course)
8. Under "**Course Information**", click on course upload file hyperlink. Download power point. It can be viewed on screen or printed out. Once completed use **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:

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- a. Health Insurance Portability and Accountability Act Post test or Stimulus Act and HIPAA Post test
 - 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 out 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 instructors.
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.