**NOTE TO SENDER: BE SURE TO UPDATE ALL YELLOW HIGHLIGHTED FIELDS BELOW BEFORE SENDING!**

Dear Students,

Your Department requires that you complete certain trainings in order to participate in fieldwork assignments, including Health Insurance Portability and Accountability Act (HIPAA) training. You will not be permitted to complete your fieldwork without demonstrating completion of these required trainings.

The trainings you should see in your profile are:

- HIPAA Privacy and Information Security - Education (FY20\_HIPAA\_Privacy\_Security\_EDU)

- Protected Health Information - Education (FY20\_PHI\_HIPAA\_HITECH\_EDU)

LIST ANY ADDITIONAL TRAININGS REQUIRED

Bloodborne Pathogen Precautions - Education (FY20\_Bloodborne\_Pathogen\_EDU) – for Nut

WHY IS THIS MANDATORY:

To improve the efficiency and effectiveness of the health care system, the Federal Government enacted the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191, which included provisions for the adoption of national standards for electronic health care transactions.  At the same time, Congress recognized that advances in electronic technology could erode the privacy of health information.  Consequently, Congress incorporated into HIPAA, provisions that mandated the adoption of Federal privacy protections for individually identifiable health information.  In response to this mandate, the federal Dept. of Health and Human Services (HHS) published a final regulation in the form of the Privacy Rule with an effective date of April 14, 2003. From that date forward, covered entities (which includes many of the sites for our college’s clinical rotations) must implement standards to protect and guard against the misuse of individually identifiable health information.

In order to comply with the intent of this ruling as it affects clinical site rotations and other instances where students are involved in direct patient care training or have access to patient records, the College will require those students to complete training modules that overview HIPAA and the privacy and security rulings.  This training is provided through the Learning Management System (LMS).

TO COMPLETE THE TRAININGS, FOLLOW THESE STEPS:

1. Using your university NetID and password log in at <http://uic.ehealthcareit.us>
YOU MUST USE YOUR UNIVERSITY NET ID (this is your e-mail address w/out the @uic.edu in it) and NOT your personal email to log in.
2. On the LMS home page, click on “Enrollments” and then click on the trainings listed to complete each one.
3. You must complete the trainings by XXX DATE.

\*The Learning Management System module(s) can be completed on campus and on some off-campus computers. Be aware that an off-campus system with a firewall will most likely prevent the user from accessing the Learning Management System site.

Learning Management tracks completion of the modules, and your department will be in touch with you should it become clear that you will not meet the training requirement deadline of XXX DATE.

Issues logging in, or other technical questions: contact the LMS HelpDesk by either clicking the HelpDesk icon at the top of the page or using the following link: https://app.smartsheet.com/b/form/e75a888252bb46cc88fb34833a917d5c.

For all other inquiries please contact your advisor/instructor.