

HIPAA Training FAQs

- When Do Workforce Members Have to Take Training?
 - o Under the current HIPAA Training Policy (https://apps.ouhsc.edu/hipaa/secured/documents/Training-PrivacyandSecurity4.1.18_000.pdf) in addition to the new workforce members being required to take the online HIPAA training within 5 days of hire, HCCs are required to provide a review of its site-specific HIPAA procedures and policies relevant to any new workforce member's duties **prior** to giving a workforce member physical or electronic access to PHI.
- Where do you Access the New Training Location?
 - o The online HIPAA training course can now be found at <http://onpoint.ou.edu/> Information about how to log on can be found on the site. Once you are in the system you can click on "Take Required Training" if you are due for your training.
- How will People Know When they are Due for Their Training?
 - o For those employees whose training came due during the downtime, they will **NOT** receive a notice from the system and will need to log in to <http://onpoint.ou.edu/> and click on "Take Required Training"
 - o Standardly, when it's time for you to take your HIPAA training, you will receive an email from the OnPoint Learning Management System which includes instructions and a link to the online training. No action is required until you receive the email from OnPoint. The From address on the email will be "Learning System Administrator [nopreply@sumtotalsystems.com]". You may also log in directly to the [OnPoint LMS](#) and click on "Take Required Training."
- Who Do I Contact If I Have Problems with the Training
 - o For questions related to the training content, please contact Marty Walton (Marty-Walton@ouhsc.edu)
 - o For questions related to login issues, please contact your campus Service Desk: (Norman - 405-325-Help), (HSC - 405-271-2203) and (Tulsa - 918-660-3550).
 - o For questions related to OnPoint LMS, please contact onpoint@ou.edu
- How Do I Verify my Training Status?
 - o Log in to <http://onpoint.ou.edu/> and click on "View Training History" and look for your HIPAA course it will show your last completion date.

Select	Course Name	Class Name	Completion Status	Registration Date	Completion Date	Course CEU	Registration Status	Grade
<input type="radio"/>	HIPAA Privacy and Security Training	HIPAA Privacy and Security Training	Completed	7/8/2020 5:00 AM	7/8/2020 6:00 AM	0	Enrolled	0

- o You can also reach out to Mary Milano (Mary-Milano@ouhsc.edu)
- How Do I Verify the Training Status of My HCC Workforce?
 - o The training records will now be housed in PeopleSoft, similar to other University wide trainings. So, if you have access to those records in PeopleSoft currently you will now have access to the HIPAA PeopleSoft records. If you do not you will need to work with PeopleSoft security to update your access.
 - o **Please Note: This FAQ will be updated soon with screen shots and additional information**
- Are All Employees Automatically Enrolled in HIPAA?

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- For OUHSC employees (any campus), yes, all OUHSC employees are automatically enrolled. If you are an OUHSC employee and do not see HIPAA as a required course when you log into OnPoint please reach out to onpoint@ou.edu.
 - Norman HCC employees are NOT automatically enrolled in HIPAA training. It is important the applicable HCC employee enrolls the Workforce Member in HIPAA training through the ePAF process by selecting the HIPAA training requirement box
 - For Norman non-HCC employees, it is important you DO NOT select the HIPAA training requirement during the ePAF process without first discussing with Mary Milano (Mary-Milano@ouhsc.edu) to validate the need for the training.
- I'm A Norman HCC Representative, How Do I Make Sure My HCC Workforce Members Are Properly Enrolled in HIPAA Training
- It is important the applicable HCC employee enrolls the Workforce Member in HIPAA training during the ePAF process by selecting the HIPAA training requirement box
 - **Please Note: This FAQ will be updated soon with screen shots and additional information**
- I'm A Norman Workforce Member and Need to Take the Training but Do Not Belong to A Health Care Component? How Do I Get Enrolled in The Training Course?
- Reach out to Mary Milano (Mary-Milano@ouhsc.edu) and provide details of why you need the training. Once she validates the purpose, she will provide additional guidance.
- How Do I Substitute Annual HIPAA Training Received at Another Entity for The Annual University HIPAA Training?
- There are currently no changes to this procedure. The HCC is responsible for maintaining and tracking any outside training that is substituted for the University's annual training requirement.
- If I Want to Require A Workforce Member to Re-Take the Online Training as A Corrective Action or Sanction as Part of A HIPAA Investigation, How Do I Do That in The New System?
- Due to the configuration of the OnPoint LMS HCCs will no longer be able to have Workforce Members re-take online training as a corrective action or as a sanction. As an alternative, HCCs can provide one-on-one training utilizing the training power point HIPAA Compliance put together for the training downtime period.
 - This is a temporary situation as we are working on developing a remedial HIPAA course that can be assigned in the LMS, if HCCs chose to pursue this as an option. This is expected to be live in February and more information will be assigned once it is lived and this FAQ will be updated.