KN@WLEDGE**LINK**

Starting 6/1/2022, the health system HIPAA curriculum (HS.30006.CURR.HIPAA_PENNCHART) will be automatically assigned to anyone completing a PennChart course. This document contains the following sections:

- PennChart-HIPAA Assignment Process
- How to Confirm HIPAA Compliance
- How to Add a New PennChart Course to the Assignment

PennChart-HIPAA Assignment Process

When a user completes a PennChart course, the following process is automatically triggered.



Alternate Option: To ask a user to complete the HIPAA course prior to completing a PennChart course, send them this direct link: <u>Protecting Patient Information (HIPAA)</u>

Note: Contractors or vendors may be asked to either (a) take HIPAA in Adobe Connect or (b) sign a document attesting that their employer has provided HIPAA training. In these cases, HIPAA completion may take 24-48 hours to appear in Knowledge Link, or may be tracked outside of Knowledge Link.

How to Confirm HIPAA Compliance

There are multiple ways to confirm HIPAA compliance:

A. Verify via PennChart Completion or Enrollment Reports

There are two completion reports and one enrollment report set up to automatically run on a daily basis and email to the PennChart Provisioning email address. These reports include a column showing the most recent HIPAA completion date. If a user's most recent HIPAA completion date is blank, they have not yet completed the course.

enrollment report

completion report

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						*****	COURSE-0	Complete	3/1/2022 3:10		
			1/24/2022 17:00			*****	COURSE-0	Complete	5/14/2022 15:04		
			5/18/2022 15:01			*****	COURSE-0	Complete			
			5/18/2022 15:01			*****	COURSE-0	Complete	4/21/2022 9:02		
			9/26/2021 14:34			*****	COURSE-0	Complete			
			9/26/2021 14:34			****	COURSE-0	Complete	5/13/2022 17:44		
			9/7/2021 13:40			*****	COURSE-0	Complete	3/28/2022 15:50		
						*****	COURSE-0	Complete			
			5/24/2022 10:44			*****	COURSE-0	Complete	3/12/2022 0:25		
							COLIDSE (Complete	5/4/2022 21-47		

B. View the User's Profile in Knowledge Link

Look up the user's profile by Penn ID and view the "Completed Item" tab. Type "HIPAA_Y19" in the search box and verify that the course appears with a completion date.

Note: Do not search for or accept any other HIPAA course.

User Search						Ad	ctions ∨
		Status: Active					
Completed Items Surveys App Completed Items (381)	provals External Learning F	Requests Class Requests Assig	nment Profiles Library Access	Approval Roles	User Groups Finance	Account Code Preferer	ices >
ы	1	tem Title 🚊	St	tatus	Completion Date		-
HS.30006.ITEM.HIPAA_Y19 COURSE (1-2	2019-10-14 19:12:00.0)	Protecting Patient Information (HIPAA)	C	omplete	11/10/2021	View Details ••	,,, >
HS.30006.ITEM.HIPAA_Y19 COURSE (1-2	2019-10-14 19:12:00.0)	Protecting Patient Information (HIPAA)	C	omplete	11/24/2020	View Details	,, >
HS.30006.ITEM.HIPAA_Y19 COURSE (1-2	2019-10-14 19:12:00.0)	Protecting Patient Information (HIPAA)	C	omplete	11/19/2019	View Details	,, >
HS.30006.ITEM.HIPAA_Y19 COURSE (1-2	2019-10-14 19:12:00.0)	Protecting Patient Information (HIPAA)	Su	ubstitute	9/25/2018	View Detail	ls >
HS.30006.ITEM.HIPAA_Y19 COURSE (1-2	2019-10-14 19:12:00.0)	Protecting Patient Information (HIPAA)	Su	ubstitute	6/24/2015	View Detail	ls >

C. Look Up the User in the Mandatory Education Compliance Dashboard

Look up the user in the <u>Mandatory Education Compliance Dashboard</u>. *Note: The dashboard may not reflect completions in the previous 24 hours.*

After the dashboard opens, click the **Detail Report** and user the filters to search by Penn ID or name. Use the Course Title filter and select "Protecting Patient Privacy (HIPAA)" and then view the most recent completion date. If the "Most Recent Completion Date" field is blank, the user has not completed the course.

Note: If there is a date in the "Most Recent Completion Date" field, but "Overdue" in the "Completion Status" field, PennChart access may be granted. You only need to verify that the user completed the course at least once.

	🐺 Penn Medicine	Power BI Knowledge Link Compliance		Mandatory Education Compliance	Data updated 5/26/22 🗸		,∕P Search	0 © :	Ł ?	۵ 🍪
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	Detail Report							Penn ID		$\sim \diamond$
+		e Manager Email Address	Course ID	Course Title	Next Required Date	Most Recent Completion Date	Completion Status 🔨	is (All)		
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59			HS.30006.ITEM.HIPAA_Y19	Protecting Patient Information (HIPAA)	7/6/2022 11:59:59 PM	7/6/2021 1:54:17 AM	Complete			
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			HS.30006.ITEM.HIPAA_Y19	Protecting Patient Information (HIPAA)	11/30/2022 11:59:59 PM	11/30/2021 6:29:24 PM	Complete			
			HS.30006.ITEM.HIPAA_Y19	Protecting Patient Information (HIPAA)	9/3/2022 11:59:59 PM	9/3/2021 9:55:55 AM	Complete			
			HS.30006.ITEM.HIPAA Y19	Protecting Patient Information (HIPAA)	4/27/2022 11:59:59 PM		Overdue			
			HS.30006.ITEM.HIPAA Y19	Protecting Patient Information (HIPAA)	4/27/2022 11:59:59 PM		Overdue			
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D. Tracking Outside of Knowledge Link

Some contractors and vendors may not be in Knowledge Link. A procedure for tracking those users is in development. This document will be updated when it is finalized.



How to Add a New PennChart Course to the Assignment

- 1. In Learning Administration, search for and open the course titled "PennChart-HIPAA Curriculum Trigger" (HS.30006.ITEM.HIPAA_PENNCHART).
- 2. Navigate to the "Substitutes" tab.

HIPAA / Pe HS.30006.ITEM	HIPAA / PennChart Trigger HS.30006.ITEM.HIPAA_PENNCHART						
_	Other		Status:	Active	10		
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HIPAA / Pe	nnChart Trigger			•	No audient in curre	Surveys	
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3. Click the "+" symbol to add the new course.

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			Other			Status: Activ	ve		
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4. Enter the new course ID and click **Search**.

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R	Keyword: Search All Locales: Item Types:	○ Yes	Search Reset	
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- 5. Add the substitute course as follows:
 - A. Under "For-Credit Status," select **Substitute** from the drop-down menu.
 - B. Under "Provide Credit for Base Item If Not Assigned," check Yes.
 - C. Leave the "Effective Date" field blank.
 - D. Check the Add box.
 - E. Click Add.

Substitutes	-	×
Online Settings:	Has online content	-
Delivery Methods:	Starts With	
Curricula:	Starts With	
Course Owner:	Starts With	
Orders Enabled:	◯ Yes ◯ No ◉ Both	
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