

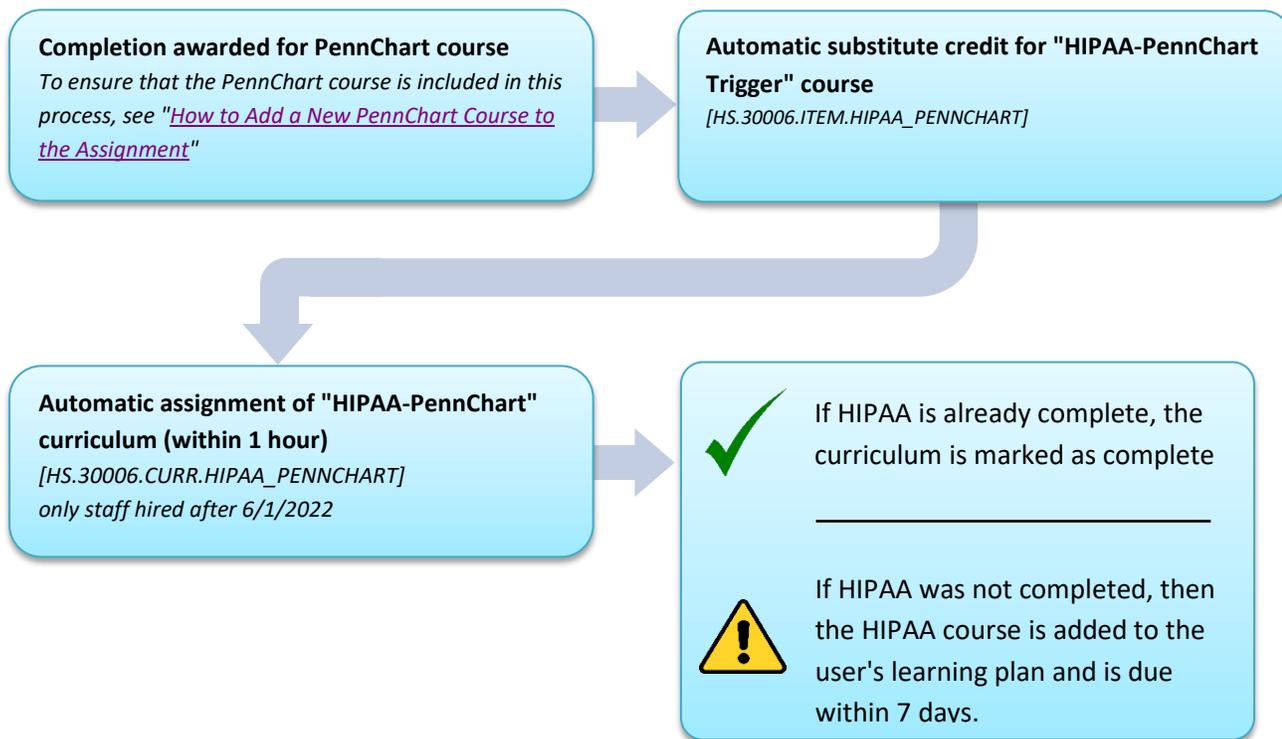


Starting 6/1/2022, the health system HIPAA curriculum (HS.30006.CURR.HIPAA\_PENNCART) will be automatically assigned to anyone completing a PennChart course. This document contains the following sections:

- [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: [Protecting Patient Information \(HIPAA\)](#)

**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

AH	AI	AJ	AK	AL	AM
Alt Super	Alt Super	Alt Super	Most Recent HIPAA Completion Date		
			1/24/2022 17:00		
			5/18/2022 15:01		
			5/18/2022 15:01		
			9/26/2021 14:34		
			9/26/2021 14:34		
			9/7/2021 13:40		
			5/24/2022 10:44		

#### completion report

Q	R	S	T	U	V
pletic	Completic	Completic	Most Recent HIPAA Completion Date		
#####	COURSE-C	Complete	3/1/2022 3:10		
#####	COURSE-C	Complete	5/14/2022 15:04		
#####	COURSE-C	Complete			
#####	COURSE-C	Complete	4/21/2022 9:02		
#####	COURSE-C	Complete			
#####	COURSE-C	Complete	5/13/2022 17:44		
#####	COURSE-C	Complete	3/28/2022 15:50		
#####	COURSE-C	Complete			
#####	COURSE-C	Complete	3/12/2022 0:25		
#####	COURSE-C	Complete	5/1/2022 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.*

The screenshot shows a user profile page with a search bar at the top right containing 'hipaa\_y19'. Below the search bar, a list of 'Completed Items (381)' is displayed. A red arrow points to the first item in the list:

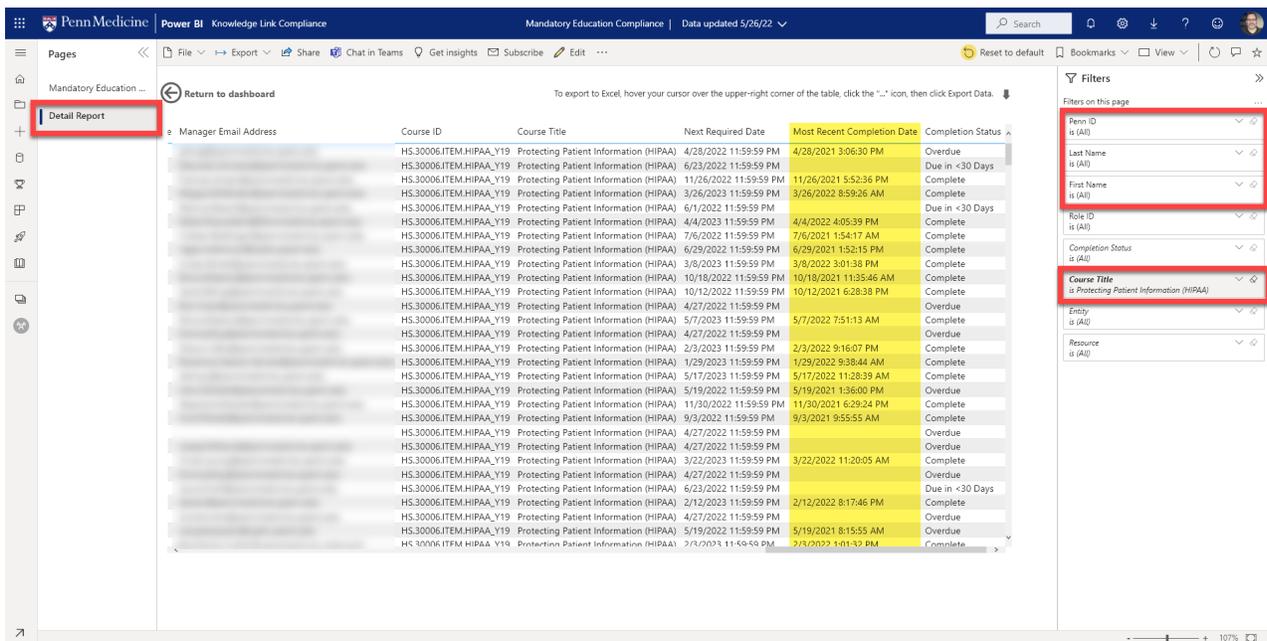
ID	Item Title	Status	Completion Date
HS.30006.ITEM.HIPAA_Y19 COURSE (1-2019-10-14 19:12:00.0)	Protecting Patient Information (HIPAA)	Complete	11/10/2021
HS.30006.ITEM.HIPAA_Y19 COURSE (1-2019-10-14 19:12:00.0)	Protecting Patient Information (HIPAA)	Complete	11/24/2020
HS.30006.ITEM.HIPAA_Y19 COURSE (1-2019-10-14 19:12:00.0)	Protecting Patient Information (HIPAA)	Complete	11/19/2019
HS.30006.ITEM.HIPAA_Y19 COURSE (1-2019-10-14 19:12:00.0)	Protecting Patient Information (HIPAA)	Substitute	9/25/2018
HS.30006.ITEM.HIPAA_Y19 COURSE (1-2019-10-14 19:12:00.0)	Protecting Patient Information (HIPAA)	Substitute	6/24/2015

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

Look up the user in the [Mandatory Education Compliance Dashboard](#). Note: The dashboard may not reflect completions in the previous 24 hours.

After the dashboard opens, click the **Detail Report** and use 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.

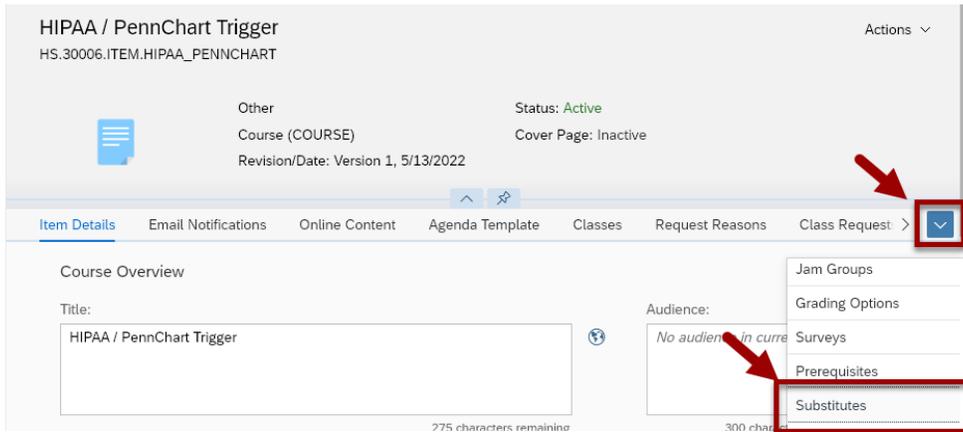


**D. Tracking Outside of Knowledge Link**

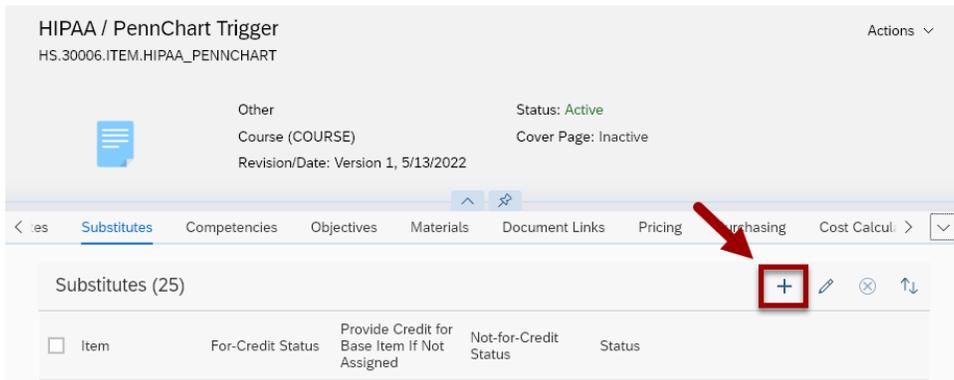
Some contractors and vendors may not be in Knowledge Link. A procedure for tracking those users is in development. This document will be updated when it is finalized.

## How to Add a New PennChart Course to the Assignment

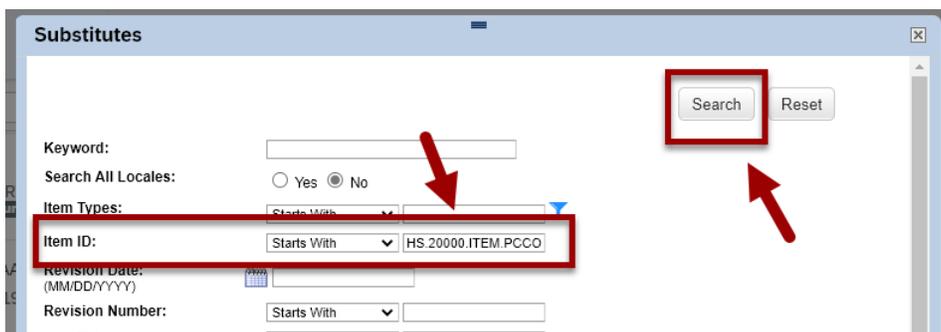
1. In Learning Administration, search for and open the course titled "PennChart-HIPAA Curriculum Trigger" (HS.30006.ITEM.HIPAA\_PENNCART).
2. Navigate to the "Substitutes" tab.



3. Click the "+" symbol to add the new course.



4. Enter the new course ID and click **Search**.



- 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**.

The screenshot shows the 'Substitutes' form with the following fields and annotations:

- Online Settings:**  Has online content
- Delivery Methods:** Starts With [dropdown]
- Curricula:** Starts With [dropdown]
- Course Owner:** Starts With [dropdown]
- Orders Enabled:**  Yes  No  Both
- Add/Remove Criteria:** Search [button] Reset [button]
- Add Substitute Items To Item:** Add [button] Reset [button]
- Table:**

Item	Title	For-Credit Status	Provide Credit for Base Item If Not Assigned	Not-for-Credit Status	Effective Date (MM/DD/YYYY)	Add
		Substitute [dropdown]	<input checked="" type="checkbox"/> Yes	[dropdown]	[text field]	<input checked="" type="checkbox"/>
- Bottom:** Add [button] Reset [button]

Annotations A-E are placed on the form as follows:

- A:** For-Credit Status dropdown menu.
- B:** Provide Credit for Base Item If Not Assigned checkbox.
- C:** Effective Date text field.
- D:** Add checkbox in the table row.
- E:** Add button at the bottom of the table.