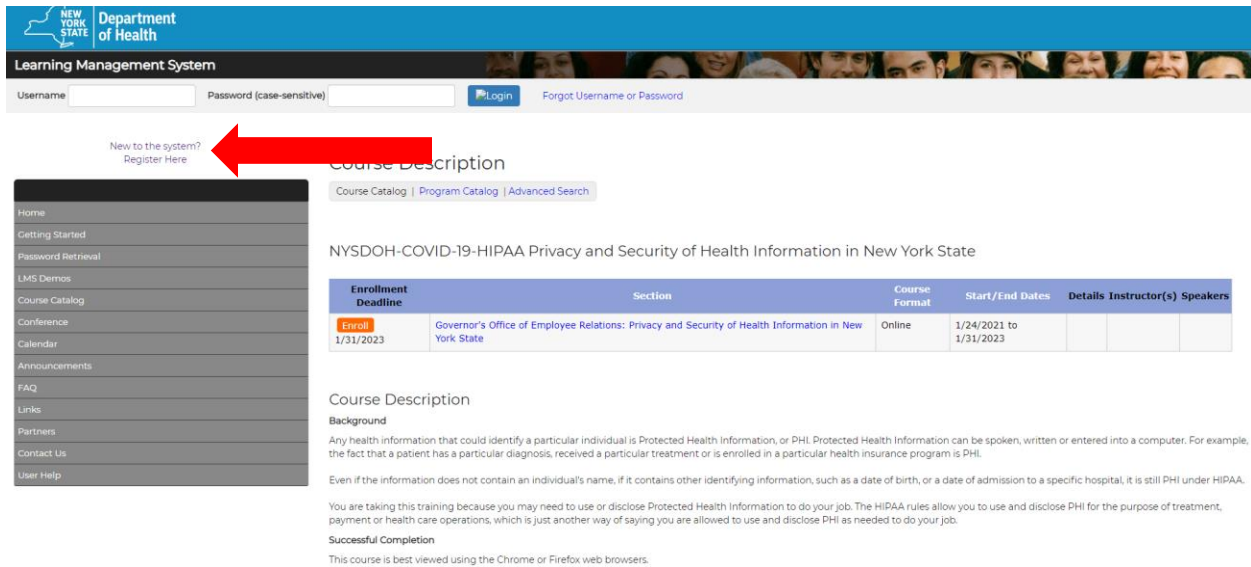


Privacy and Security of Health Information in New York State

1. This training is compatible with your mobile device. You can complete the steps below and view the training on your mobile device by scanning this QR Code.
2. If using a web browser, please note that this training will not work with Internet Explorer or Microsoft Edge. Please use either Firefox or Chrome to view course:



3. Access the required training module by clicking on the following link or taking a picture of the below code with your smart device: [Privacy and Security of Health Information in New York State](#)
4. **IMPORTANT NOTE** – The training will NOT load using the Microsoft Internet Explorer or Microsoft Edge web browsers!
5. If you do not have a Username and Password for www.nylearnsph.com, you will need to create one by clicking on “New to the system? Register Here.”



NEW YORK STATE Department of Health
Learning Management System

Username Password (case-sensitive) [Login](#) [Forgot Username or Password](#)

[New to the system? Register Here](#)

Course Description

Course Catalog | Program Catalog | Advanced Search

NYSDOH-COVID-19-HIPAA Privacy and Security of Health Information in New York State

Enrollment Deadline	Section	Course Format	Start/End Dates	Details	Instructor(s)	Speakers
Enroll 1/31/2023	Governor's Office of Employee Relations: Privacy and Security of Health Information in New York State	Online	1/24/2021 to 1/31/2023			

Course Description

Background

Any health information that could identify a particular individual is Protected Health Information, or PHI. Protected Health Information can be spoken, written or entered into a computer. For example, the fact that a patient has a particular diagnosis, received a particular treatment or is enrolled in a particular health insurance program is PHI.

Even if the information does not contain an individual's name, if it contains other identifying information, such as a date of birth, or a date of admission to a specific hospital, it is still PHI under HIPAA.

You are taking this training because you may need to use or disclose Protected Health Information to do your job. The HIPAA rules allow you to use and disclose PHI for the purpose of treatment, payment or health care operations, which is just another way of saying you are allowed to use and disclose PHI as needed to do your job.

Successful Completion

This course is best viewed using the Chrome or Firefox web browsers.

6. Fill out all of the requested information noted with an * on the registration page to set up an account. Once complete, click on “Submit Your Registration.”

- a. **IMPORTANT NOTE** – you will be asked for “Work Information.” For your work address, enter the Staffing Agency Name, Albany, 12210 (example below). Your phone number should be your personal phone number and your e-mail address should be your personal e-mail address. For your occupational title, work setting, and how you heard about this program, select “Other.” Your geographic area is “Statewide.”

NEW YORK STATE Department of Health

Work Information

Country: * United States of America

Work Address: * (Please include your Organization/Company name as well as street address)
Staffing Agency Name

Work City: * **Albany**

Work State: * New York

Work Zip/Postal Code: * **12210**

Work County: * Please select

Work Phone: * **Cell Phone #**
 e.g., 111-111-1111 Ext. xxx

Which best describes the geographic areas in which you work most often? * Statewide

Your occupational title: * Other

Years experience in public health: * Please select

Education Level: * High School/GED

Please specify if Other:

Work Setting: * Other

Please specify if Other:

NIMS Designation: *

How did you hear about this program: * Other

Submit Your Registration

7. Once you have an account, enter your username and password and click on “Login.”

NEW YORK STATE Department of Health

Learning Management System

Username Password (case-sensitive) **Login**

New to the system? Register Here

Course Description

Course Catalog | Program Catalog | Advanced Search

NYSDOH-COVID-19-HIPAA Privacy and Security of Health Information in New York State

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Successful Completion

This course is best viewed using the Chrome or Firefox web browsers.

8. Then click on “Enroll.”

The screenshot shows the Department of Health Learning Management System interface. At the top, there is a navigation bar with the Department of Health logo and the text "Learning Management System". Below this, there are fields for "Username" and "Password (case-sensitive)" with a "Login" button and a link for "Forgot Username or Password". A sidebar on the left contains a menu with options like "Home", "Getting Started", "Password Retrieval", "LMS Demos", "Course Catalog", "Conference", "Calendar", "Announcements", "FAQ", "Links", "Partners", "Contact Us", and "User Help". The main content area is titled "Course Description" and shows details for the course "NYSDOH-COVID-19-POD NYSDOH COVID-19 POD Operations Training for POD Staff". A table lists course details, with a red arrow pointing to the "Enroll" button in the "Enrollment Deadline" column. Below the table, there is a "Course Description" section with "Background", "Learning Objectives", and "Prerequisites" listed.

9. The website will show that you have successfully registered. Click on “My Courses.”

Course Catalog - Registration

The screenshot shows the "Course Catalog - Registration" page. It features a navigation bar with links for "Course Catalog", "Program Catalog", "Advanced Search", "Recommended Courses", and "Required Courses". Below the navigation bar, a message states: "You have successfully registered for NYSDOH-COVID-19-POD NYSDOH COVID-19 POD Operations Training for POD Staff. It is now part of your Current Courses in My Courses." A red arrow points to the "My Courses" link in the message.

10. Click on “Launch Course” to begin training. You can pause and return to the training at anytime by signing into www.nylearnsph.com and clicking on “My Courses.”

The screenshot shows the course details page for "NYSDOH-COVID-19-HIPAA Privacy and Security of Health Information in New York State". It includes a "Launch Course" button, a "1/24/2021" deadline, and links for "Details", "Messaging", and "Course Progress". A red arrow points to the "Launch Course" button.

11. A new window will open in your web browser with the course content. You must view 100% of the course content and complete the HIPAA Training Attestation Quiz for the system to mark you as complete. Once you have viewed the course content in its entirety, you can exit out of the window and return to www.nylearnsph.com.

12. Return to “My Courses” and complete HIPAA Training Attestation quiz by clicking on “HIPAA Training Attestation-due.”

The screenshot shows the course details page, similar to the previous one, but with a "Completed" button highlighted by a red arrow. The "Launch Course" button is now disabled, and the "Unenroll" button is visible.

13. After submitting attestation, print certificate by clicking on “My Courses” again and clicking on “Completed Courses” at the top of the website.

14. Click on “View Certificate” to download your certificate of completion. You should download and return a copy of your certificate of completion to your agency recruiter. You can also review the course content anytime by clicking on “Launch Course.”

<p>NYSDOH-COVID-19-HIPAA Privacy and Security of Health Information in New York State Governor's Office of Employee Relations: Privacy and Security of Health Information in New York State Online Launch Course</p>	<p>1/24/2021 Details Messaging</p>	<p>1/25/2021</p>	<p>View Certificate</p>	<p>HIPAA Training</p>	<p>Rate This Course</p>
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15. For technical assistance with the LMS, please e-mail edlearn@health.ny.gov or call 518-473-4223. Please note that technical assistance is only available Monday-Friday 8:00AM-5:00PM.