



Office of Institutional Audit and Compliance

To: MCG Students

From: Christine Adams, CHC  
HIPAA Privacy Officer

### **IMPORTANT ANNOUNCEMENT OF MANDATORY HIPAA TRAINING**

The Health Insurance Portability and Accountability Act (HIPAA), establishes federal regulations that govern the way we “use” and “disclose” health information. These regulations require that the Medical College of Georgia train all faculty, staff, and students on the laws governing the privacy of health information. Our patients and research subjects expect that we will respect their privacy, and as a health science university, we must live up to that expectation. To do so, we must all be aware of HIPAA rules. Please make completion of this required training a priority.

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Access Instructions to complete online HIPAA training:

- Go to: [www.educode.com/mcg](http://www.educode.com/mcg) (you must use Internet Explorer as your browser)
- Enter your Learner ID, which is: The same as your Groupwise ID. If you don't know your Groupwise ID you can search for your MCG email address at <https://nds.mcg.edu/eGuide/servlet/eGuide> . Your Groupwise ID is the first part of your MCG email address. So if your MCG email address is [CCOLUMBUS@students.mcg.edu](mailto:CCOLUMBUS@students.mcg.edu), then your Groupwise ID is ccolumbus.
- Enter your password, which is: hello
- Once you have entered the above information, click on “Login”
- You must click the box and send the response to agree with the usage agreement
- Click “View” beside My Elearning Lesson to begin your training (follow the directions through each lesson)

Any questions regarding individual sign-ons or difficulties navigating the MC Strategies site should be directed to the MCG Office of Institutional Audit and Compliance, [AUDIT\\_COMPLIANCE@mcg.edu](mailto:AUDIT_COMPLIANCE@mcg.edu) or you may call Kim Templeton, 706-721-2661. Questions or concerns regarding HIPAA and its requirements should be directed to Christine Adams, HIPAA Privacy Officer, at [chradams@mcg.edu](mailto:chradams@mcg.edu) or 706-721-5631. Individual computer technical problems or problems associated with a particular computer workstation should be directed to the MCG Helpdesk at 706-721-4000.