

To: All New Program Students  
From: MCG Privacy Officer  
Reference: Important Announcement of Mandatory HIPAA Training

HIPAA, 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 we train all of our employees 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 sciences university, we must live up to that expectation. To do so, we must all be aware of the rules. Please make completion of this required training a top priority. The following explains how you can complete this training by the deadline specified by your department. Thank you.

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## STUDENT ACCESS INSTRUCTIONS

To access and complete the online HIPAA training:  
Point your Web browser (preferably using Internet Explorer 5.0 or higher) to [www.educode.com/mcg](http://www.educode.com/mcg)

Your Learner ID, as a student, is:

- (first letter of your first name + first four letters of your last name + last four digits of student id - assigned through PULSE) ex. John Smith = jsmit0021
- Students with less than four (4) letters in their last name with an apostrophe in their last name would appear as follows: John Doe = jdoe1234 or John O'Brian = jobr1234. No capital letters, underscores, hyphens, apostrophes or spaces are used in the Learner ID. This is your permanent Learner ID. It will never change.

Your Password = hello

- Once you have entered the above information, click on: "secure login".
- You must agree to and accept the MC Strategies Acceptable Use Policy that displays once you sign-in.
- Once at your personal MC Strategies Home Page you should begin by changing your password in the "Edit My Profile" section. Then, it is recommended that you view the "Tutorial" to get a better idea of how the MC Strategies program works.
- Then, click on your personal "Learning Plan" to begin taking your assigned lessons.

Take all assigned HIPAA training lessons and their associated tests by the deadline specified by your department.

- Complete the HIPAA training by your 30 day deadline which is September 20, 2007.
- If you complete the pretest with a score of 80 or above you are not required to complete the "Tests". All of MCG students must complete all five assigned HIPAA tests with at least a 80% passing score. You may retake the tests as many times as you wish to receive a passing score to obtain completion status.
- Each course is approximately 15 minutes long and includes a basic overview of HIPAA and basic privacy training.
- **Once you have completed all lessons successfully, print a transcript of your training as proof of completion for your department and/or clinical site.** Return to your learner "My Personal Page" and click on the "Lesson Plan" icon at the top of the page to view your training transcript and print it.

If you encounter any problems or have questions, please contact Nakia Walden at (706) 721-3436 or email: [nwalden@mcg.edu](mailto:nwalden@mcg.edu)