HIPAA training for students has begun…

All MCG students are required to complete HIPAA training to ensure compliance with the federal privacy law known as the Health Insurance Portability and Accountability Act (HIPAA). Student non-compliance with this training rule will place MCG at risk for violating this federal law.

HIPAA training is provided online through www.educode.com/MCG. Each lesson will take approximately 10 minutes to complete. The HIPAA Privacy Officer is charged with auditing all HIPAA training records to ensure 100% compliance by students. Each student is accountable for completing his/her training assignment by the deadline.

The deadline for completing this assignment is within 30 days from date of assignment – notification is made during orientation or through your school.

For details about how to sign-on or information about who to contact for questions, click the following link for HIPAA training information.

To sign-on to the HIPAA training site:

Using a computer with a web browser (Internet Explorer or Netscape), type the following into your internet explorer browser: http://www.educode.com/mcg . Note: Clicking on this link often fails. Macintosh users will need to use a PC computer to access the website. **This learning management system does not currently offer support for Macintosh.** If you do not have access to a PC, there are computers available in the Greenblatt Library.

Once at the Educode site, enter your learner ID. Your learner ID is the first initial of your first name, the first four (4) letters of your last name and the last four (4) digits of your student ID number; example John Smith would be jsmit1212. Students with less than four (4) letters in their last name or with an apostrophe in their last name would appear as follows: last name Mei, mei1212 or last name O'Brien, obr1212. No underscores, hyphens, apostrophes or spaces are used in the Learner ID.

(For more information on how to learn your student ID number, click the student ID link above or click on the following link to the Student Web Guide for PULSE and select Learn Your Student ID Number…)

Your initial password is "hello"

After entering the above information, click on: "secure login"

For first time users must agree to and accept the MC Strategies Acceptable Use Policy that displays once you sign-in. The webpage is entitled WebInservice Knowledge Deployment System (KDS) Usage Agreement.

Click on your personal "Lesson Name" at the bottom of the page to begin taking your assigned lessons.

Any questions regarding this HIPAA assignment may be directed to Kim Templeton at ktemplet@mcg.edu or 706 721-2661. Questions or concerns regarding HIPAA law and its requirements should be directed to Christine Adams, HIPAA Privacy Office, at chradams@mcg.edu or 706 721-2661. (Monday – Friday 8:30 – 5)

Individual computer technical problems or problems associated with a particular computer workstation should be directed to the MCG Helpdesk at 706 721-4000.

Revised 7-27-07