HIPAA Training Guide:

The course that Ohio University requires for studies that involve activities covered by the Health Insurance Portability and Accountability Act (HIPAA) is “Faculty, Administrators and Students (IPS)”.

If you have any questions regarding training requirements, please contact the Office of Research Compliance at compliance@ohio.edu or (740-593-0664).

1. Overview of the CITI program HIPAA Training Course:

• For studies that involve activities covered by the Health Insurance Portability and Accountability Act (HIPAA), CITI’s HIPAA training is needed.

  o **NOTE:** Need to register with CITI? Follow the link to our Training Page and select **CITI- Getting Started Guide**
    https://www.ohio.edu/research/compliance/training

A. Health Insurance Portability and Accountability Act (HIPAA) Training

• **NOTE:** CITI Program’s HIPAA training is listed as “**Faculty, Administrators and Students-IPS/HIPAA**”.

• **NOTE:** If you need to add “**Faculty, Administrators and Students**” to your CITI curriculum, while under the “My Courses” tab select “**View Courses.**” *Please skip this step and proceed to Step 2. “Starting Coursework” if you have already added the course during new user registration.*
• Next, scroll to the bottom of the page until you see “Learner Tools for Ohio University.”

  o Select “Add a Course”.

• Check the box that says, “Faculty, Administrators and Students (IPS)”, and then press “Next”.
• You will then receive a message saying, “You are now enrolled in the course(es) you have selected”. You can now begin the coursework.
2. Starting Coursework:

- While on the “My Courses” tab select “View Courses” (highlighted in red) to see all your added courses.

- When prompted, please read, and agree to the terms and conditions outlined in the CITI Assurance Statement.
Check the “AGREE” box below, and then press “Submit.”

After pressing submit, you will be automatically directed to your Active course list.

3. Active Courses:

- Below your “Courses Ready to Begin” and/or “Active Courses” list you will see each course you for which you are actively enrolled. As each module is completed the completion bar fills in orange to show your progress.

- Select “Start Now” and/or “Continue Course” to see each module within the course group.
• For each course group you will see a list of Required Modules.

• Incomplete modules are marked as “Incomplete”, select “Start” to begin.

<table>
<thead>
<tr>
<th>Required Modules</th>
<th>Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basics of Health Privacy (ID 1417)</td>
<td>Incomplete</td>
<td>-</td>
</tr>
<tr>
<td>Health Privacy Issues for Clinicians (ID 1418)</td>
<td>Incomplete</td>
<td>-</td>
</tr>
<tr>
<td>Health Privacy Issues for Researchers (ID 1419)</td>
<td>Incomplete</td>
<td>-</td>
</tr>
<tr>
<td>Health Privacy Issues for Students and Instructors (ID 1420)</td>
<td>Incomplete</td>
<td>-</td>
</tr>
</tbody>
</table>

• Once you reach the end of a module, at the bottom of the page, you will see if the module has a quiz.

  ○ Select “Take the Quiz”.


A passing score of 80% of above is needed to receive credit for the quiz. After taking the quiz you will be shown which questions you answered correctly and incorrectly. Quizzes can be repeated to earn a higher score.

4. Locating and Printing your Training Completion Report

- While under the “My Records” tab at the top ribbon of the screen, scroll down the page until you identify the course you need to provide a training completion report for.

- Select “View/Print-Share” under the “Completion Record” column on the far right.
• Under “Completion Report” select “View/Print”.

• Note, do not select “Completion Certificate”. Certificates cannot be accepted in the LEO system as proof of training.

• Pictured below is an example of what your CITI training completion report will look like.
5. Uploading HIPAA Training to LEO:

- **NOTE:** HIPAA training can only be uploaded into the LEO system if you are listed on an IRB protocol that involves activities covered by the Health Insurance Portability and Accountability Act (HIPAA). If you are not listed on a protocol that involves HIPAA, file your completion report with your own personal records for future reference.
1. Step # 1: Login to LEO
   https://leo.research.ohio.edu/secure leo/core/home leo

2. Step # 2: Locate the “Compliance” tab

3. Step # 3: Select “IRB Application” (highlighted in orange below):

   ![Compliance Tab](image)

   o **Uploading HIPAA Training:** For HIPAA training “Faculty, Administrators and Students”.
     o Locate the “Upload your **IPS CITI Completion Report**” box.

     ![Upload IPS CITI Completion Report](image)

     • **NOTE:** do not upload HIPAA training to the “Upload your CITI Completion Report” box.

     o Select “Choose File” and browse your computer for the CITI training completion report PDF that you previously downloaded.

     o Then select “Upload **IPS CITI Training**”. 
6. Thank You! You have successfully uploaded your completion report to the LEO System!

- Once your completion report has been successfully uploaded into the LEO system, it will be reviewed by the Office of Research Compliance staff to ensure that it meets the training requirements.

- **NOTE:** If you receive a LEO email notification requesting that you upload another training report, please carefully read the email for further instruction.

- If you encounter any questions or issues registering or using CITI Program, please contact the Office of Research Compliance at compliance@ohio.edu or (740-593-0664).