



HIPAA Secure Now!

Employee User Guide

Questions or Concerns?

Email: operations@hipaasecurenow.com

Phone: (877) 275-4545

Why do I need to take a HIPAA course?

It's simple, we are required to comply with the Health Insurance Portability and Accountability Act (HIPAA). In compliance with HIPAA, all our employees are required to complete HIPAA training and be aware of, understand, and agree to follow our organization's policies & procedures to protect patient information.

In addition to meeting these HIPAA requirements, training and understanding our policies is critical in the fight against cybercriminals, who target healthcare more than ANY other industry.



Questions or Concerns?

Email: operations@hipaasecurenow.com

Phone: (877) 275-4545

How to Complete HIPAA Training

1. Login to your account: <https://portal.hipaasecurenow.com>
Can't log in? Contact us: operations@hipaasecurenow.com
2. Select the "Training" tab at the top of the page
3. On this screen, begin with **Step 1** to complete your training program.
4. Once you've gone through the training course, move on to **Step 2** to complete your 20-question quiz.
5. Once you successfully complete your quiz (with a score of 80% or higher), you will have the option to **print your training certificate in Step 3**.

HIPAA Security Awareness Training FAQs:

How long does the training take?

- Training should take approximately 60 minutes to complete.

Do I have to complete the training in one sitting?

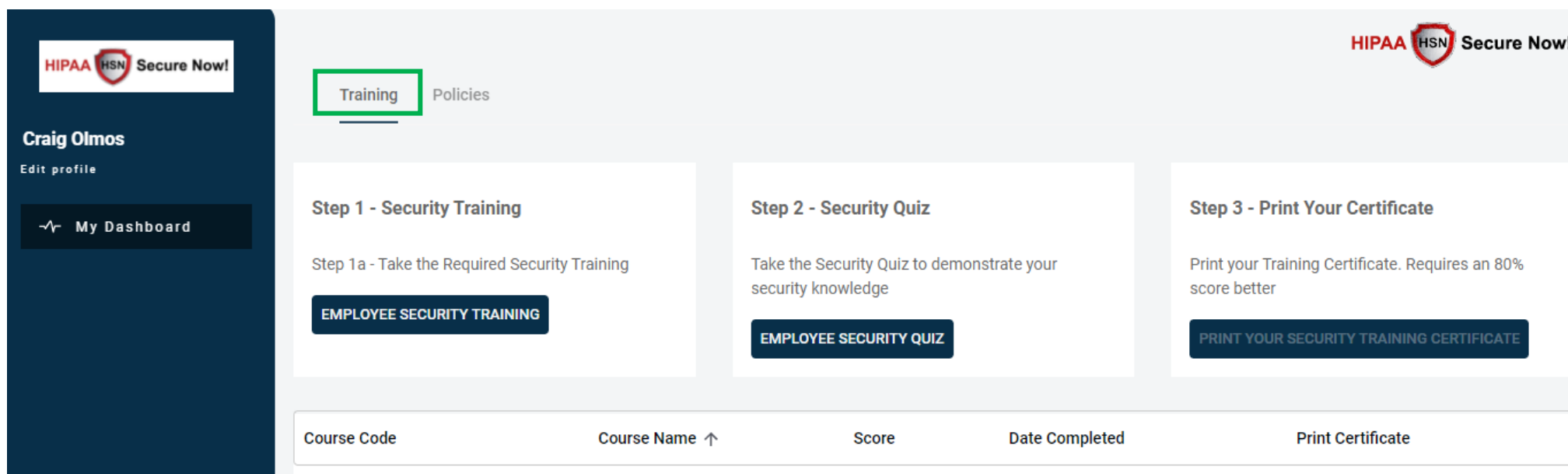
- No. You can start and stop the training at any point. When you return to finish the training, make sure you click "resume" to pick up where you left off.

What does the training consist of?

- The course is made up of case study-based videos that provide real-life examples of incidents that can happen to anyone, at any time, along with "lessons learned", which will provide details on the incident, the outcome, and how it could have been avoided.

How do I get credit for completing the training?

- You must complete a 20-question quiz following the course. You will need to receive a passing score of 80% or higher to satisfy this requirement. Upon successful completion, you will receive a training certificate indicating that you have passed the course.



The screenshot shows the HIPAA Secure Now! Training Portal. On the left is a dark blue sidebar with the logo, user name 'Craig Olmos', 'Edit profile', and a 'My Dashboard' button. The main content area has a light gray header with 'Training' (highlighted with a green box) and 'Policies' tabs. Below are three white boxes for 'Step 1 - Security Training' (with a button 'EMPLOYEE SECURITY TRAINING'), 'Step 2 - Security Quiz' (with a button 'EMPLOYEE SECURITY QUIZ'), and 'Step 3 - Print Your Certificate' (with a button 'PRINT YOUR SECURITY TRAINING CERTIFICATE'). At the bottom is a table with columns: Course Code, Course Name ↑, Score, Date Completed, and Print Certificate.

Course Code	Course Name ↑	Score	Date Completed	Print Certificate
-------------	---------------	-------	----------------	-------------------

Questions or Concerns?

Email: operations@hipaasecurenow.com

Phone: (877) 275-4545

How to Acknowledge Policies & Procedures

Getting Started

1. Select the “Policies” tab at the top of the page.
2. Here you will see your policies & procedures. Click each policy to view the quick description. The full policy can be downloaded and viewed.
3. Once you have read and understand all the policies & procedures, you’re ready to acknowledge your cooperation with our organization’s policies & procedures. To do so, click “Agree” at the bottom of the page. In the confirmation box that appears, **click Agree** to indicate your acknowledgement.

HIPAA Policies & Procedures FAQs:

Why do I have to acknowledge policies & procedures?

- You can’t follow the rules if you don’t know them, right? That’s why it is extremely important that you know about each one of our organization’s policies & procedures. Not only do you need to know these policies & procedures exist, but you must understand them and agree to comply with them. This is important not only to our organization but to HIPAA as well.

Are the HIPAA policies and procedures built into the portal?

- Yes. All our HIPAA policies and procedures have been uploaded into one convenient location for you to reference.


What if I have questions or don’t understand one of the policies or procedures?

- It is critical that you understand our expectations with all policies and procedures. If you have any questions or would like to discuss any of these items, please contact a member of our management team.

What do I do after I’ve reviewed and understand all our policies and procedures?

- Once you’ve gone through each one of our HIPAA policies and procedures and understand our expectations, you’re ready to electronically acknowledge that you agree to abide by them.

HIPAA



Secure Now!

Craig Olmos

Edit profile

My Dashboard





Training

Policies

1

Policies

2

Policy	Name	Description	Download	Ackno
1	Administrative - Information Access Management	Policies, procedures, and processes must be developed and implemented for authorizing, establishing, and modifying a...		<input type="checkbox"/>
2	Administrative - Security Awareness and Training	A security aware...		<input type="checkbox"/>
3	Administrative - Security Incident Procedures	Policies, proced...		<input type="checkbox"/>
4	Administrative - Contingency Plan	Policies, proced...		<input type="checkbox"/>
5	Administrative - Evaluation	Organizations r...		
6	Administrative - Business Associate Contracts	Organizations r...		
7	Physical - Facility Access Controls	An overall requ...		
8	Physical - Workstation Use	Policies and pr...		
9	Physical - Workstation Security	Organizations must implement physical safeguards for all workstations that can access ePHI in order to limit access to...		
10	Physical - Device and Media Controls	Policies, procedures, and processes must be developed and implemented for the receipt and removal of hardware and e...		
11	Technical - Access Control	Policies, procedures, and processes must be developed and implemented for electronic information systems that conta...		
12	HIPAA Privacy Manual	Policies and Procedures that details the rights of an individual to control the use of his or her personal information. And...		

3

Click here to acknowledge all policies. AGREE

Policies Acknowledgement

I have read, understand, and agree to comply with the above policies and procedures. I am aware that violations of these policies may subject me to disciplinary action, including termination of employment. By clicking the checkbox and pressing submit I am electronically acknowledging that I have received the policies and procedures, and I have read each policy and I agree to comply with each of the policies and procedures. Failure to read each policy is not an excuse for violating it.

Cancel

Agree

Questions or Concerns?

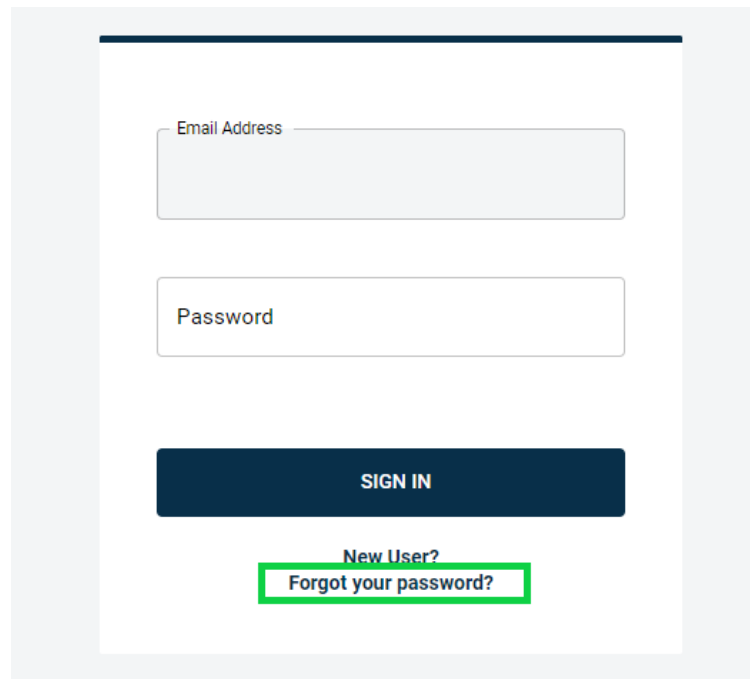
Email: operations@hipaasecurenow.com

Phone: (877) 275-4545

Resetting Your Password

Did you forget your password? No problem! Follow these steps and we'll promptly email you a new one!

1. On the login page, enter your email address then click **"Forgot Your Password?"**

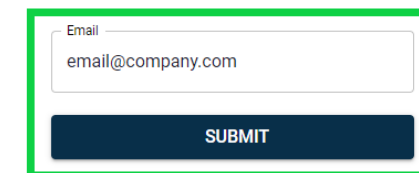


The screenshot shows a login form with two input fields: 'Email Address' and 'Password'. Below these fields is a dark blue 'SIGN IN' button. At the bottom of the form, there is a link that says 'New User? Forgot your password?'. This link is highlighted with a green rectangular box.

2. Enter your email address you registered with or the one that was used by your organization to register you. Click **"Submit"**.

Forgot Your Password?

Please enter the email address that you registered with.



The screenshot shows a form titled 'Forgot Your Password?'. It contains a text input field labeled 'Email' with the placeholder text 'email@company.com'. Below the input field is a dark blue button labeled 'SUBMIT'. The entire form is enclosed in a green rectangular border.

3. An email will be sent to the address you entered in the step above with a prompt the reset your password.

Having trouble resetting your password? Reach out to us and we would be happy to help!

Questions or Concerns?

Email: operations@hipaasecurenow.com

Phone: (877) 275-4545

Good luck!

Remember, complying with HIPAA is critical for regulatory reasons, to have strong safeguards to fight cybercriminals, and most importantly to protect the patient data we store, access or transmit.

Thank you for doing your part!

Questions or Concerns?

Email: operations@hipaasecurenow.com

Phone: (877) 275-4545