## **Online Training Requirements**

HIPAA Training AND Security Awareness Training are required as a part of your orientation. The trainings are online only. Please follow the 5 steps below.

#### STEP 1 - Go to:

http://www.dcf.state.fl.us/admin/training.shtml

### STEP 2 – Click on Security Awareness Training:



Please read through the training course (approx. 15 minutes). You will be given 6 multiple choice questions throughout this training and if you select the wrong answer, you will have the opportunity to try again until you select the correct answer.

**Step 3 - Print Certificate:** You will have the opportunity to print your certificate at the end of the course. Type your name in the "Name" box and print to your personal printer.

# <u>STEP 4 – From the same website above, click on HIPAA Information and Action toward the bottom of the page:</u>



#### **HIPAA Training for Employees and Business Associates**

Right from the start you will be given a series of 10 multiple choice questions. Unless you are familiar with HIPAA (Health Insurance Portability and Accountability Act), you will have to guess at these answers. If you pass, you may bypass the full course and print your certificate. If you fail, you must read through the full training course (approx. 15 minutes). Upon completing the course, you will be given 6 multiple choice questions. If you do not answer correctly, you may continue to take the quiz until you pass. When you pass, you will have the opportunity to print your certificate.

<u>Step 5 - Print Certificate:</u> When you successfully complete the training, you will receive a "Congratulations" message followed by a page that will allow you to select "yes" to register/print the certificate. Type your name in the "Name" box and print to your personal printer.