



## HIPAA Instructions

[HIPAATRaining.com](https://www.hipaatraining.com)

1. Within any web browser, go to <https://www.hipaatraining.com>
2. On this screen, click on “I am an Individual”
3. On this screen, (Choose Your Version) – Click on “Not Sure?”
4. On this screen, on the top section where it says Healthcare Provider – to the right - Click on the Link that says “I’m an individual looking for HIPAA training and certification”
5. You will be directed to a new screen “HIPAA Training for Individuals – Healthcare Providers”
6. Choose HIPAA Awareness Training for Healthcare Providers – This is the training requirement under HIPAA – Training is \$29.99. Certification is about an hour and a half. Once you pass, you will be provided with a 2- year HIPAA certificate and a HIPAA wallet card. You will have up to 90 days to complete this certification with unlimited re-takes. *To start your course, simply click on the “Add to Cart” button on this screen, follow the payment prompts and additional prompts that will direct you to start your course.*

**Please note, AccuMedGenetics *DOES require*** all representatives to be HIPAA certified as it is extremely important within the Medical Industry that in order to be successful and professional with physician’s and medical facilities, this course is a must. By obtaining your HIPAA certificate, you will be able to do the following:

- Assist physicians with swabbing patient’s and filling out the requisition form with patient information
- Assist physicians with obtaining any missing information to prevent delays with results
- Assist physicians with any and all questions and concerns regarding patient billing and patient concerns

**Please also note, that if you take part in any of the following activities, you *MUST* be HIPAA certified or it is considered a Federal Violation.**

- Fax or email (with no password protection) any patient information (Patient name, Patient DOB, Patient Address, etc)
- Discuss any patient information over the phone
- Fax or email (with no password protection) any PGx requisitions or PGx results

***Note: If you are already HIPAA Certified, you represent to AccuMedGenetics, in your “Agreement” that you have taken a HIPAA Awareness Training Course, understand and will follow Anti-Kickback and Stark Laws and Regulations.***