Employee Name,

Welcome to UC San Francisco!

UCSF is committed to protecting the medical, personal, and sensitive information about its patients. To support this commitment, new employees must complete privacy training. UCSF provides various privacy training modules, tailored to your specific role, which are compliant with Federal, State and UC Policies (e.g., HIPAA, HITECH, CMIA). In addition to this online training, you may also receive training from your organizational unit on specific UC privacy policies and procedures as they affect your role, and you may be required to familiarize yourself with other relevant policies and procedures. Privacy Training should be completed within 30 days of hire.

Read and follow these instructions on how to complete this training.

1. Make sure pop-up blockers on your computer are turned off. If you need assistance with technical issues, review our Online Course Usage Tips at http://www.ucop.edu/lms/tips.html or contact UC Learning Services at http://training.ucsfmedicalcenter.org/contactForm/cst/
2. This course can be taken using Internet Explorer 7, 8 or 9, Safari 2 or higher, or Firefox 3. Chrome and Firefox 4 & 5 are not supported browsers.
3. Have your 9-digit Employee ID number available, ex: 021234567
4. Review the role-based course definitions below and click the link associated with the module that most appropriately matches your role at UCSF.
5. The link will take you to the UC Learning Center Login Page where you enter your 9-digit Employee ID number and click Login button.
6. Click the Start button.

Role-Based Course Definition; if you are:

- **A Healthcare Provider** (such as a physician, physical therapist, registered nurse, pharmacist, etc.): you must complete the "Advanced HIPAA Healthcare Provider" module. Click link to begin the training - https://learningcenter.ucsfmedicalcenter.org/?activity=14017
• **Responsible for the Management of Protected Health Information**
  (including disclosure, accounting for and responding to requests for patient information): you must complete the "Advanced HIPAA PHI Management" module. Click link to begin the training –
  [https://learningcenter.ucsfmedicalcenter.org/?activity=14016](https://learningcenter.ucsfmedicalcenter.org/?activity=14016)

• **Involved in Communications, Marketing, Media Relations, and/or Public Affairs:** you must complete the "Advanced HIPAA Communications and Public Relations" module. Click link to begin the training –
  [https://learningcenter.ucsfmedicalcenter.org/?activity=14007](https://learningcenter.ucsfmedicalcenter.org/?activity=14007)

• **Involved in Fundraising or Alumni Relations:** you must complete 2 modules. First: Complete "HIPAA 101 - New Workforce Orientation - Privacy and Security for New UCSF Faculty, Staff and Volunteers" module. Click link to begin the training –
  [https://learningcenter.ucsfmedicalcenter.org/?activity=81663](https://learningcenter.ucsfmedicalcenter.org/?activity=81663)

  Second: Upon completing HIPAA 101, you must also complete the "Advanced HIPAA for Fundraising" module –
  [https://learningcenter.ucsfmedicalcenter.org/?activity=92870](https://learningcenter.ucsfmedicalcenter.org/?activity=92870)

• **For all other roles,** you must complete, "HIPAA 101 - New Workforce Orientation - Privacy and Security for New UCSF Faculty, Staff and Volunteers" module. Click this link to begin training –
  [https://learningcenter.ucsfmedicalcenter.org/?activity=81663](https://learningcenter.ucsfmedicalcenter.org/?activity=81663)

If you have questions regarding which course to take, please contact the Privacy Office at (415) 353-2750. For technical issues, contact UC Learning Services at [http://training.ucsfmedicalcenter.org/contactForm/cst/](http://training.ucsfmedicalcenter.org/contactForm/cst/)