



Brown University is a member of the Collaborative Institutional Training Initiative (CITI), which is hosted by the University of Miami. To complete your HIPAA training, you will complete two brief online training modules, as well as the quiz at the end of each module. The entire process can be completed in less than one hour.

Important note: when you have completed the modules and quizzes, be sure to convert your Completion Report to a .pdf and email it to [Chris Schuler \(Christopher.Schuler@brown.edu\)](mailto:Chris.Schuler@brown.edu). Instructions on how to do this are at the end of this document.

Accessing the HIPAA Training modules

1: Go to <http://www.citiprogram.org>

Click on the New Users “**Register Here**” link in the middle of the page (see below)

Welcome

CITI Login and Registration Page

i The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.

i **New Users** [Register Here](#)

a. Under “Select your institution”, click the pulldown menu to the right of the box under “Participating Institutions” and choose **Brown University**

b. Follow the instructions to create a Username and Password

Your username must be between 4 and 50 characters and is not case sensitive. Your username can include letters, numbers, a period, an underline or the “@” symbol.

Password must be between 8 – 12 characters, also not case sensitive, and can only include letters and numbers

c. Enter your first and last name

- d. Enter your email address. Please use your Brown email address.
- e. For Department, use Alpert Medical School
- f. For Role in Research, use **Student Researcher – Graduate Level**
- g. For Office Phone, use 401-863-9790
- h. Answer the question about CME/CEU credits, the Professional Certification – IRB and IACUC, and the Course Survey

Click **Submit** at bottom of page

Step 4: CITI Course Enrollment Procedure

A. You can ignore the text written on this page. Scroll to the bottom and click the link “Continue to Question 1 at this time”

B. The next page is titled “CITI Course Enrollment Questions”

Under **#1 Human Subjects Research**, click the check box to the left of the words “**Group 4: HIPAA training for Alpert Medical Students**”

C. Click **Submit** at bottom of page

D. The next page says “Select Your Institution or Organization”. Since you already selected Brown University at the beginning of the registration process, click **NO** at the bottom of the page

Step 5: Taking the Training Modules

A. From the next screen, which is the Main Menu page, click the word “**Enter**” in the middle of the page, as shown below:

The screenshot shows a web interface for Brown University. At the top left is the text "Brown University". To the right is a link "View Brown University instructions page" with an information icon. Below this is the text "You have enrolled for the following courses:". There is a table with three columns: "My Courses", "Status", "Completion Reports", and "Voluntary Satisfaction Survey". The first row of the table has the following content: "Group 4 HIPAA, Basic Course", "Not Started - Enter", "Not Earned", and "Not Available". A red box highlights the text "Click the word 'Enter'" with an arrow pointing to the "Enter" link in the "Status" column. Another red box highlights the "Enter" link itself.

My Courses	Status	Completion Reports	Voluntary Satisfaction Survey
Group 4 HIPAA, Basic Course	Not Started - Enter	Not Earned	Not Available

B. On the next page, click “**The Integrity Assurance Statement**” link, as shown below:

CR# 5893462: Group 4 HIPAA Gradebook

To pass this course you must complete all required modules with a combined score of **80**. Your current score is **0**.

Required Modules	Date Complete	Score
Complete The Integrity Assurance Statement before beginning the course.		
Research and HIPAA Privacy Protections	Incomplete	
Privacy Rules: Students and Instructors*	Incomplete	

C. Read the text on that page and select the appropriate statement at the bottom of the page and click the **Submit** button

D. Click the link under **Required Modules** that is labeled “**Research and HIPAA Privacy Protections**”. This brings you to the first training module, which takes about 20 minutes to complete. Please read the course materials thoroughly as there is a quiz at the end of the module. After completing the quiz for the first module, you can access the second module “**Privacy Rules: Students and Instructors**”. You must complete a quiz after this module.

Step 6: Taking the Quiz

A. Once you’ve completed reading the course material, take the quiz, which consists of 5 questions, by clicking the link at the bottom of the page (see below)

Take the Quiz

[Take the quiz for Research and HIPAA Privacy Protections](#)

B. The Research and HIPAA Privacy Protections Quiz consists of 5 multiple choice questions. After answering the questions, click the **Submit** button. You will see your results (how many questions you answered correctly) on the next screen.

C. At this point, you can:

- Go to the next training module, “Privacy Rules: Students and Instructors”
- Go to gradebook
- Go to the Main Menu and log out
- View the HIPAA training module again
- Submit a comment about the module

D. After you review the Privacy Rules: Students and Instructors training module, take the Privacy Rules: Students and Instructors Quiz, which consists of 4 questions. After answering the questions, click the **Submit** button

Step7: After Completing both Training Modules and Quizzes

A. Go to the **Main Menu**

B. Print your **Completion Report** and save for your records. Click the link labeled “**Click here to see your previously completed coursework for Brown University**” (sample below).


C. Click the **Modules Completed** link (see screenshot below)

Course Completion History

Institution: Brown University

Human Research Curriculum

Group 4 HIPAA

Stage	Ref #	Start Date	Required Modules	Elective Modules	Score	Passing Score	Completion Date	Expiration Date	Modules Completed	Print Completion Report
1. Basic Course	5893462	04/13/11	Incomplete	None Required	27	80			Modules Completed	

Sample Completion Report

Modules Completed for Stage

Institution: Brown University
Group: Group 4 HIPAA
Stage: 1. Basic Course (Ref #:

Save this as either a .pdf
or a screenshot and email
to Eileen Palenchar

Required Modules	Date Completed	Score
Research and HIPAA Privacy Protections	02/28/12	2/5 (40%)
Privacy Rules: Students and Instructors*	02/28/12	1/4 (25%)

C. Save the Completion Report as one of the following formats:

1. PDF: right-click while the completion report is open and choose “Convert to PDF”
2. Word doc: copy the document and paste it into Word
3. Go to the File menu and choose “Save As” and select Text File (.txt) as the type.
4. Take a screenshot and paste that into a Word document

D. Name the saved file “HIPAA training”, followed by your last name.

Example: HIPAA training.palenchar

E. Email your Completion Report to [Chris Schvuler \(Christopher_Schuler@brown.edu\)](mailto:Chris_Schvuler@brown.edu) so that we can record the date that you completed the training modules in our database.