

HOW TO FIND & UPLOAD HIPAA CERTIFICATE

- To access the HIPAA training, click on this specific [link](#):
- Once logged in, you will see the HIPAA training module that you can launch to complete the training. If you don't see it, check that your pop-up blocker is off.
- After the HIPAA training is completed, download your Completion Certificate.
- Upload your Completion Certificate by the due date listed on your practicum calendar.

1) CLICK ON "TRAINING TRANSCRIPT"

The screenshot displays the OnPoint LMS interface. At the top, the header includes 'The UNIVERSITY of OKLAHOMA', 'SELF', and a search bar. The main navigation menu on the left lists 'Home', 'Timeline', 'Library', and 'Learner Dashboard'. The 'Timeline' menu item is highlighted. The main content area features an 'ANNOUNCEMENTS' section with a 'Welcome!' message and several informational paragraphs. Below this is a 'MY LEARNING ASSIGNMENTS' section with a 'View all >' link and a message stating 'YOU DO NOT HAVE ANY ASSIGNED ACTIVITIES'. On the right side, there is a 'QUICK LINKS' section with a list of links: 'Training Transcript', 'Training Analysis', 'Commonly Accessed Library Training', and 'KeepRe4 Cybersecurity Training'. A red arrow points to the 'Training Transcript' link.

2) CLICK ON COURSE

The screenshot shows the 'TRAINING TRANSCRIPT' page in the University of Oklahoma LMS. The page header includes the university logo, 'SELF' dropdown, and a search bar. The main content area has a sidebar with navigation options: Home, Timeline, Library, and Learner Dashboard. Below the sidebar, there's a section for filtering training records by date range, with a 'REFRESH' button. A large black redaction box covers the top part of the transcript. Below this, the 'ACTIVITIES' section contains a table with the following data:

Activity	Start Date	Completion Date	Score	Expiration Date
Online Course: Conflicts of Interest	9/6/2022	9/6/2022		
Curriculum: Sexual Assault Prevention For Students	8/16/2022	8/16/2022	100	
Online Course: HIPAA Privacy and Security Training	7/28/2022	7/28/2022		
Online Course: Employee Hazard Communication/General Safety Training	7/12/2022	7/14/2022		
Online Course: Sooner Fire Safety - Employee	7/12/2022	7/14/2022		
Online Course: Intro to Preventing Harassment and Discrimination	7/12/2022	7/14/2022	100	

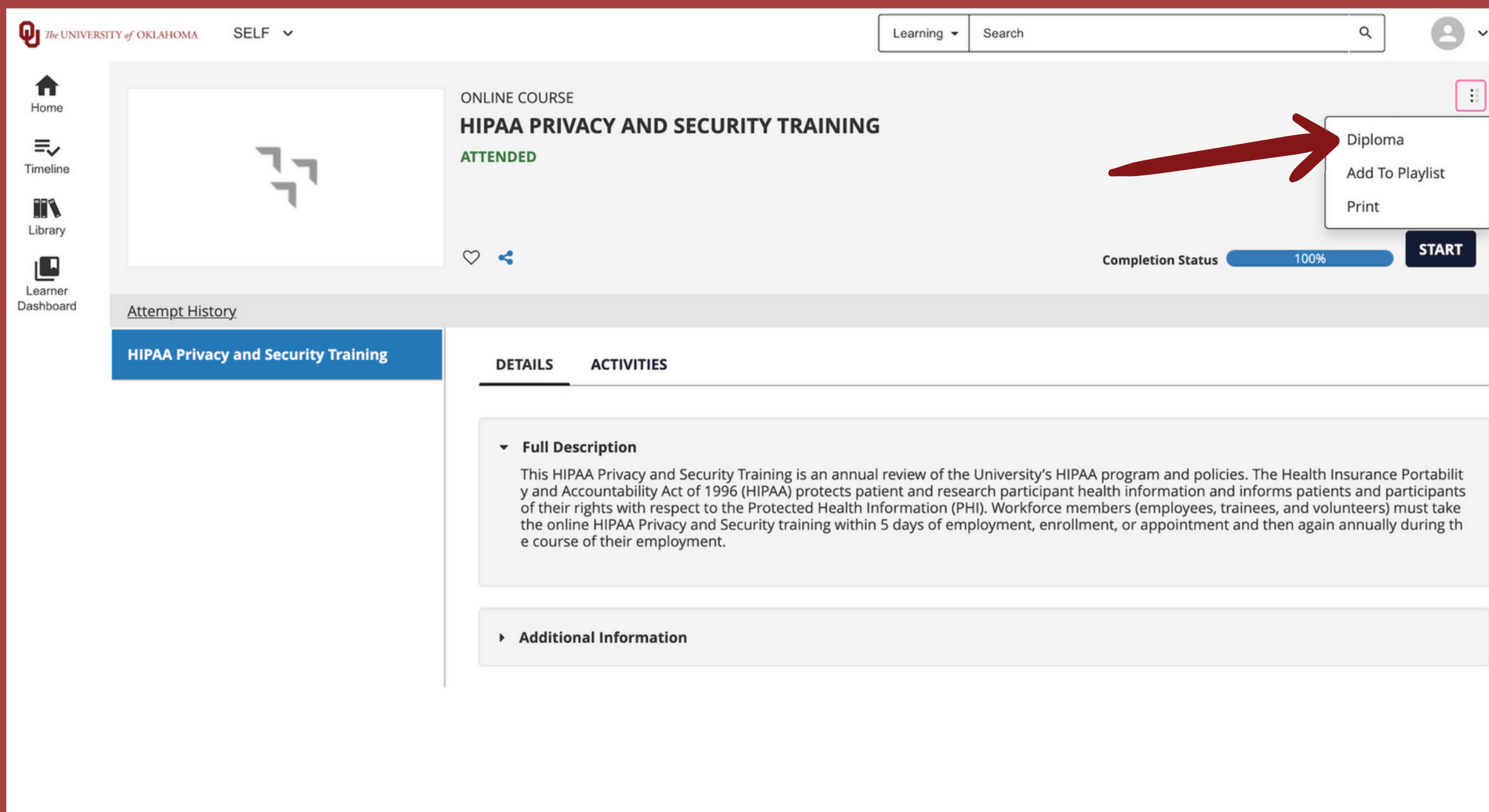
3) CLICK ON THREE DOTS

The screenshot shows the details page for the 'HIPAA PRIVACY AND SECURITY TRAINING' course. The page header includes the university logo, 'SELF' dropdown, and a search bar. The main content area has a sidebar with navigation options: Home, Timeline, Library, and Learner Dashboard. The course details are displayed in a card format, showing the course title, 'ATTENDED' status, and a completion status of 100%. A red arrow points to the three-dot menu icon in the top right corner of the course header. Below the course details, there's a section for 'Attempt History' and a 'START' button. The 'DETAILS' tab is selected, showing the 'Full Description' and 'Additional Information' sections.

Full Description
This HIPAA Privacy and Security Training is an annual review of the University's HIPAA program and policies. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) protects patient and research participant health information and informs patients and participants of their rights with respect to the Protected Health Information (PHI). Workforce members (employees, trainees, and volunteers) must take the online HIPAA Privacy and Security training within 5 days of employment, enrollment, or appointment and then again annually during the course of their employment.

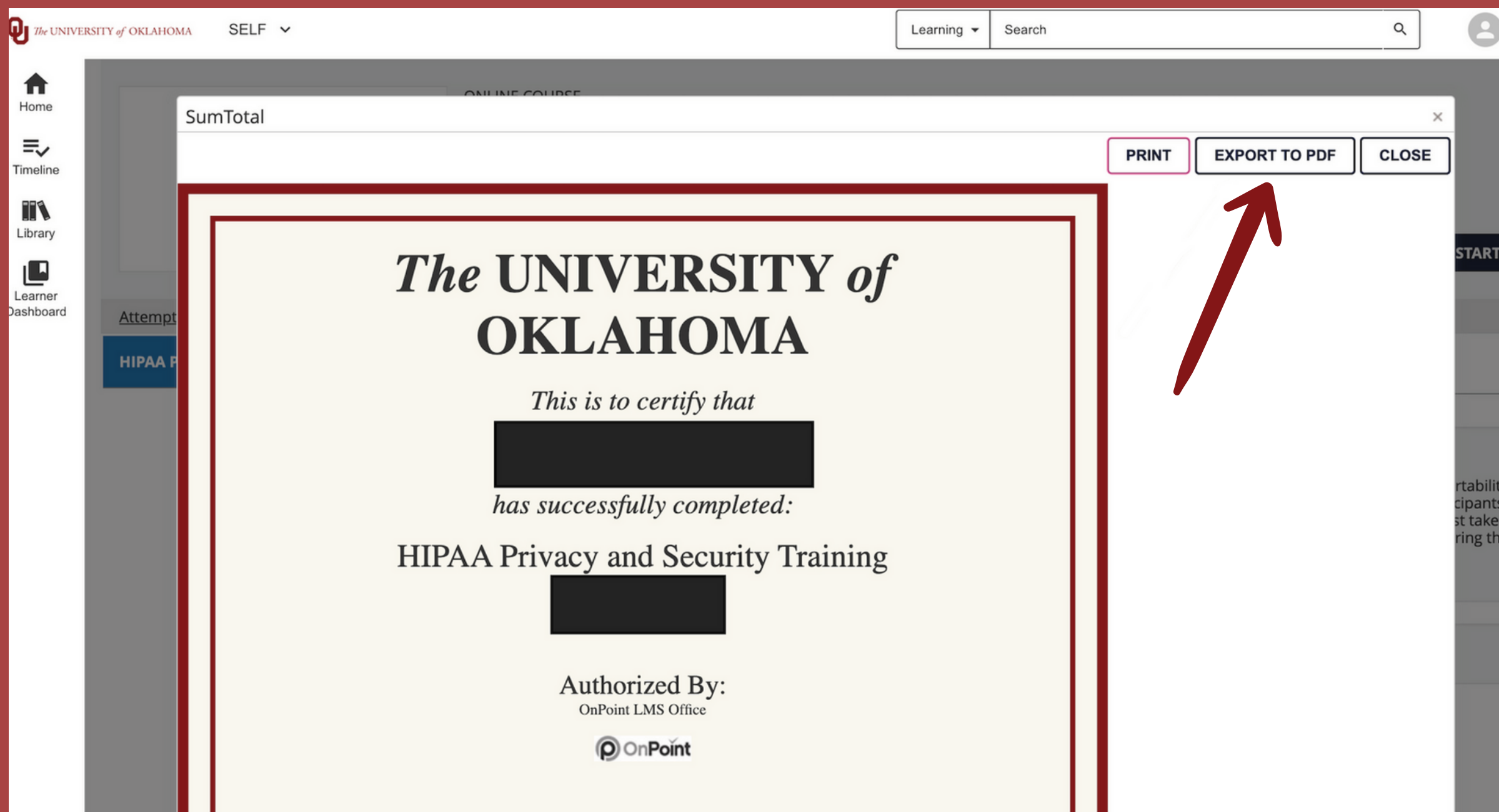
Additional Information

4) CLICK "DIPLOMA" OPTION



The screenshot shows the LMS interface for 'HIPAA PRIVACY AND SECURITY TRAINING'. The course status is 'ATTENDED' and the completion status is 100%. A dropdown menu is open, showing options: 'Diploma', 'Add To Playlist', and 'Print'. A red arrow points to the 'Diploma' option. The 'START' button is visible next to the completion status. The 'Attempt History' section shows the course title. The 'Full Description' section contains text about the training requirement.

5) EXPORT TO PDF



The screenshot shows a PDF export window titled 'SumTotal'. The window contains a diploma template from 'The UNIVERSITY of OKLAHOMA'. The text on the diploma reads: 'This is to certify that [redacted] has successfully completed: HIPAA Privacy and Security Training [redacted]'. Below the diploma, it says 'Authorized By: OnPoint LMS Office' with the OnPoint logo. The window has buttons for 'PRINT', 'EXPORT TO PDF', and 'CLOSE'. A red arrow points to the 'EXPORT TO PDF' button.

6) UPLOAD TO IPT

Student List > Student Detail
PREV | NEXT | CSWE Statistics | Forms | Select Picture | Upload Picture

Student Detail: [REDACTED]

[Save](#)

Group: [REDACTED]	[REDACTED]	Phone	[REDACTED]
Last Name	[REDACTED]	Cell Phone	[REDACTED]
First Name	[REDACTED]	Birthdate (yyyy-mm-dd)	[REDACTED]
Street Address	[REDACTED]	Faculty Liaison	[REDACTED]
Address Line 2	[REDACTED]	Secondary Liaison	[REDACTED]
City, State Zip	[REDACTED]	Degree	[REDACTED]
OU Email	[REDACTED]	Graduation Date (yyyy-mm)	[REDACTED]
Emergency Contact	[REDACTED]	[REDACTED]	[REDACTED]
Emergency Phone	[REDACTED]	[REDACTED]	[REDACTED]
Home Street Address	[REDACTED]	[REDACTED]	[REDACTED]
Home City, State Zip	[REDACTED]	[REDACTED]	[REDACTED]
Group	[REDACTED]	[REDACTED]	[REDACTED]
Student ID	[REDACTED]	[REDACTED]	[REDACTED]

Academic Advisor:	<input type="text"/>	Student Liability Insurance Verification	View
Insurance Expiration Date :	[REDACTED]	Concentration:	<input type="text"/>
Standing:	[REDACTED]	EBPP Signature Page	
EBPP:	<input type="checkbox"/>	Field Unit:	<input type="checkbox"/>
HIPAA Volunteer ID:	<input type="text"/>	HIPAA training completion date:	[REDACTED]
HIPAA Certificate Upload	<input type="text"/>	Contacted regarding FI Application:	<input type="checkbox"/>
Desired Field Instructor :	<input type="text"/>		
Desired Primary Preceptor:	<input type="text"/>		
Info provided is true and accurate:	<input type="checkbox"/>	Proof of Vaccine OR CAS SWK Declination	
Practicum Location(city, state, country):	<input type="text"/>		
Practicum Waiver Upload		Student Placement Form	

[View](#) (arrow points to this link)