In support of the Penn Medicine HIPAA Steering Committee, which includes representation from the UPHS, SOM, Office of General Counsel and CPUP Administration, we are pleased to announce the availability of on-line HIPAA Education for School of Medicine Faculty, Staff and Students.

Federal Law requires the University of Pennsylvania Health System and the University of Pennsylvania School of Medicine (the covered entity) to train all members of its workforce on its policies and procedures with respect to the privacy of protected health information. The rules require that the training must be provided to each member of the covered entity's workforce by no later than the compliance date of April 14, 2003.

All SOM Faculty, Staff and Students will need to complete this education to maintain compliance with UPHS and SOM privacy policies and to maintain their credentialing agreement if applicable. The education is provided to ensure HIPAA regulatory compliance and to implement improved privacy practices throughout UPHS and the SOM. Tracking and Compliance Reporting will be generated electronically and reported to Department Chairs and SOM Administration.

The online education was designed to:
- be completed in under thirty minutes.
- allow you to go right to the assessment tool and bypass content with which you are already familiar
- be web accessible - available from any PC with a web browser 24/7.
- provide for automatic tracking and compliance reporting. We suggest that you print a copy of the confirmation page (available after you submit your assessment) for your records only.

Access to HIPAA Education is available through a registration system called “Knowledge Link.”

**NOTE:** In order to fulfill your HIPAA requirement, you MUST enroll in and complete BOTH the HIPAA course AND the HIPAA assessment.

**To Register**
1. Login to [http://knowledgelink.upenn.edu](http://knowledgelink.upenn.edu) using your PennKey and Password
2. Under Required Training enroll in BOTH:
   - “HIPAA Privacy Education for U of P, SOM Staff - SOM”
   - “HIPPA Privacy Education for U of P, SOM Staff Assessment - SOM”
3. Click on “Start” to begin the HIPAA course
4. When finished with the course, proceed to the HIPAA assessment. (You will only fulfill your HIPAA requirement when you have successfully done BOTH.)

To view a short demonstration of how to register for and take HIPAA click: [http://www.med.upenn.edu/somtrain/knowledgelink/hipaa](http://www.med.upenn.edu/somtrain/knowledgelink/hipaa)
1-888-BEN-TIPS

About the Compliance Reporting Line

- **Confidential, proactive process**
- Call anytime: To speak to a person, call between 8:00am-6:00pm, Monday through Friday. Any other time, please leave a confidential message.
- Resource for **all Penn employees, staff and faculty**
- Call if you are concerned about conduct that may be inappropriate or may **adversely impact** Penn
- **You are responsible for supporting and enhancing the mission of Penn, contributing to the overall excellence of Penn's human, financial and physical resources and achieving its strategic goals as stated in the Agenda for Excellence**

Process

- A member of the Office of Audit and Compliance will answer the Compliance Reporting Line
- Your name is not required and all questions are welcome
- No action will be taken against you if you report, in good faith, information to the Reporting Line
- The Reporting Line specialist will respond to your call -- the Office of Audit and Compliance will take the appropriate action

Who

- **You have an obligation to report any inappropriate or illegal conduct:** If you have questions, concerns, or suspect unethical, illegal behavior at or affecting Penn including but not limited to fraud, abuse, or wrongdoing, call the Compliance Reporting Line

Adversely Impact

- The following are incidents that may be inappropriate or may adversely impact Penn: Lab compliance, research compliance, environmental health/safety, patient care/rights, patient records confidentiality, bribery/kickbacks/thefts, entertainment/gifts/gratuities, sexual harassment, employment discrimination, conflicts of interest, disclosure of confidential information, improper use of Penn seal/logo/name, fraudulent financial transactions, improper accounting, and any violation of the policies, procedures, regulations or state or federal statutes.

Other Telephone Numbers to Call for Information or for Reporting Non-Compliant Activity

**Health Care Billing Compliance Hotlines**

- **Information Line:** 215-349-5423
  Department of Patient Accounting/Billing Compliance maintains an information line to answer faculty/staff questions prior to submission of bill
- **Reporting Line:** 215-349-5422
  Any individual who becomes aware of a billing matter that should be reviewed can call confidentially and anonymously

**Office of General Counsel**

- **General Number:** 215-746-5200
  Senior Counsel for Compliance is available to assist with compliance issues/questions confidentially

[http://www.upenn.edu/audit/what/compliance.html](http://www.upenn.edu/audit/what/compliance.html)