

## Confidentiality of Medical Center Information

UFHSC/J and Shands Jacksonville have established policies concerning the confidentiality of patient and hospital information. All students rotating at the Jacksonville campus are required to become familiar with these policies by completing a HIPAA training program and signing a Patient Confidentiality Statement. This program will be included in annual student orientations for University of Florida students. **Students from other institutions are required to complete an online HIPAA training program prior to the start of the rotation, the directions are as follows:**

To access the HIPAA on-line training - follow these instructions:

1. Go to <http://privacy.health.ufl.edu/>
2. Click on "Training" on the left hand side.
3. On the right hand side of the page under "Training Modules" Click on "HIPAA & Privacy: General Awareness"
4. At the bottom of that page, click on "Begin HIPAA & Privacy"
5. The slide presentation will begin – review each slide and enter answers where requested.
6. **Register At the End**

Use either your UF ID# or a pseudo-number to register your completion.

If you have a UF ID#, please use it, and *please* enter it correctly.

If you have not been assigned a UFID, use #####-0000, where the first 4 digits are a set of numbers that means something to you, such as part of a phone#, address, or zip code.

**Please do not use all 0's!!!**

If you have a UF ID# but can't remember it, go to: What's My UFID?

### Browsers and Pop-Up Blockers

The training is best accessed through Internet Explorer (IE). It will sometimes work with other common browsers, but be advised that other browsers as well as Macintosh and Linux systems tend to give it extreme indigestion and the slides will be distorted. You will need to use a different computer, preferably a PC running IE.

The training module appears as a pop-up box. If you click below on Begin HIPAA & Privacy and get sent back to this page, you may have a "Pop-Up Blocker" installed. Disable the blocker or use a different computer that allows pop-ups from this page. Speak to your computer support person, if necessary, for help.

**Don't forget to sign your Confidentiality Statement when you finish the training!** Click on the menu to your left.

Thank you for your participation. If you have any questions, please read this entire page first. Then, if you don't find the answer you need, contact [Eraina.carter@jax.ufl.edu](mailto:Eraina.carter@jax.ufl.edu)

After you complete the HIPAA Online Training & signed your electronic Confidentiality Statement, please print a copy and turn it into the Educational Affairs Office.

Attention: Raina Carter

FAX: 904-244-8997