

# Johns Hopkins HIPAA Compliance Training for Visiting Students

## Internet Instructions for Training

All visiting students are required to take the HIPAA General Privacy Issues course and Research Compliance course prior to starting a rotation at Johns Hopkins. In order to view the HIPAA courses, your system must meet the following requirements:

### Windows

1. Microsoft Windows 95, 98, NT, 2000, or later
2. Netscape 4.0+ or Internet Explorer 4.0+ (Java Script Enabled)

### Macintosh

1. System 8.1 or later
2. Netscape 4.0+ or Internet Explorer 4.0+ (Java Script Enabled)

## Instructions:

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- Go to the Johns Hopkins HIPAA Compliance Training Web site: <https://secure.lwserver.net>
- Click Registration Icon
- Enter your Personal Information at the bottom of the screen
- Under Employer / Affiliation select: Johns Hopkins University
- Click Submit bar
- Under Position Type select: Student / Fellow
- Under School select: Medicine
- Under Department select: Other
- In the Other Text Box type: Visiting Student
- Enter your contact information and access information then click submit bar
- Click Signup for Courses
  - Click on Research Compliance Training Courses then click on the Enroll for this Course under the Conflict of Interest and Commitment Course
  - Click on HIPAA Compliance Training Courses then click on the Enroll for this Course under the General Privacy Issues Course
- Complete the courses
- Print your Certificates of Completion
- Bring a copy of these certificates with you. You must present your certificates at time of registration as a visiting student. The HIPAA General Privacy Issues course and Research Compliance Training courses are mandatory for all visiting students (research & clinical). Research students may be required to take additional courses as mandated by the preceptor.

***NOTE: The Johns Hopkins HIPAA Training is required even though you may have completed such training in your home institution.***