

Guidelines for Enrollment Administrators when Enrolling Learners into HIPAA Training

There are 3 HIPAA Certification programs set up in STARS, to help us reducing the number of questions, phone calls and HelpSU tickets from learners, as enrollment administrators, we should register and enroll learners into both program and activities based on their HIPAA training requirements.

HIPAA Awareness Certification (HPAA-PRGM-0101)

- (1) Register learners into program: **HPAA-PRGM-0101**
- (2) Enroll learners into activity: HIPAA Awareness (HPAA-0102-000001)

HIPAA Fundamentals Certification (HPAA-PRGM-0201)

- (1) Register learners into program: **HPAA-PRGM-0201**
- (2) Enroll learners into activity: Computer Security Awareness (ITS-2810-000001)
- (3) Enroll learners into activity: HIPAA Awareness (HPAA-0102-000001)
- (4) Enroll learners into activity: HIPAA Fundamentals (HPAA-0202-000001)

HIPAA Advanced Certification (HPAA-PRGM-0302)

- (1) Register learners into program: **HPAA-PRGM-0302**
- (2) Enroll learners into activity: Computer Security Awareness (ITS-2810-000001)
- (3) Enroll learners into activity: HIPAA Awareness (HPAA-0102-000001)
- (4) Enroll learners into activity: HIPAA Fundamentals (HPAA-0202-000001)
- (5) Enroll learners into activity: HIPAA Advanced (HPAA-0302-000001)