



HIPAA Compliance FAQ

1. Which course do I need to complete for compliance?

The course name is "CU: HIPAA Regulations".

2. I am a billable provider and completed a course through CU Medicine as a part of my annual compliance training, do I need to complete the Percipio Course?

No, you do not need to complete the Percipio Course. You have completed your HIPAA training requirement through the completion of your annual compliance training, which included the "Campus-Wide HIPAA Course."

3. Why do I need to complete this course?

Any individual working in a 'Designated Healthcare Component' is required to complete this course, or the course for billable providers, once per fiscal year for continued compliance.

All departments within the Anschutz Medical Campus are considered Designated Healthcare Components except for the below listed departments.

All Departments except for:

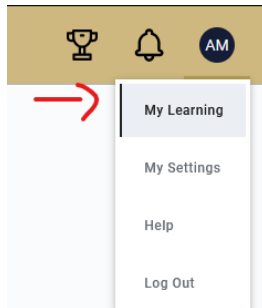
- Physiology and Biophysics
- Pharmacology
- Microbiology
- Immunology
- Biochemistry and Molecular Genetics
- Institutional Animal Care and Use Committee (ICAUC)
- Facilities Operations
- Office of Finance and Administration
- Center for Lab Animal Care (CLAC)
- Continuing Medical Education (CME)
- Cellular and Structural Biology
- Alumni Relations Office

If you are uncertain if you are required to complete this course or believe you are not required to complete this course, please contact the Office of Privacy to confirm.

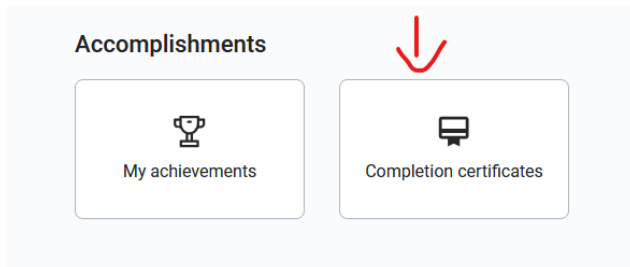
4. How do I check if I have completed the Percipio course?

You can verify the completion status of any course within Percipio directly. To do so, you will first need to login to your Percipio account.

Once logged in, you will click on your initials in the upper right-hand corner and select 'My Learning'.

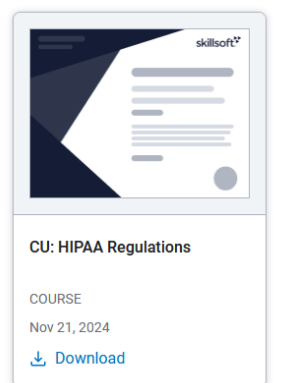


From this page, you will select 'Completion Certificates' where you will be able to review any course certificates you have obtained.



You will want to confirm that the course "CU: HIPAA Regulations" appears here with a date from within the current fiscal year.

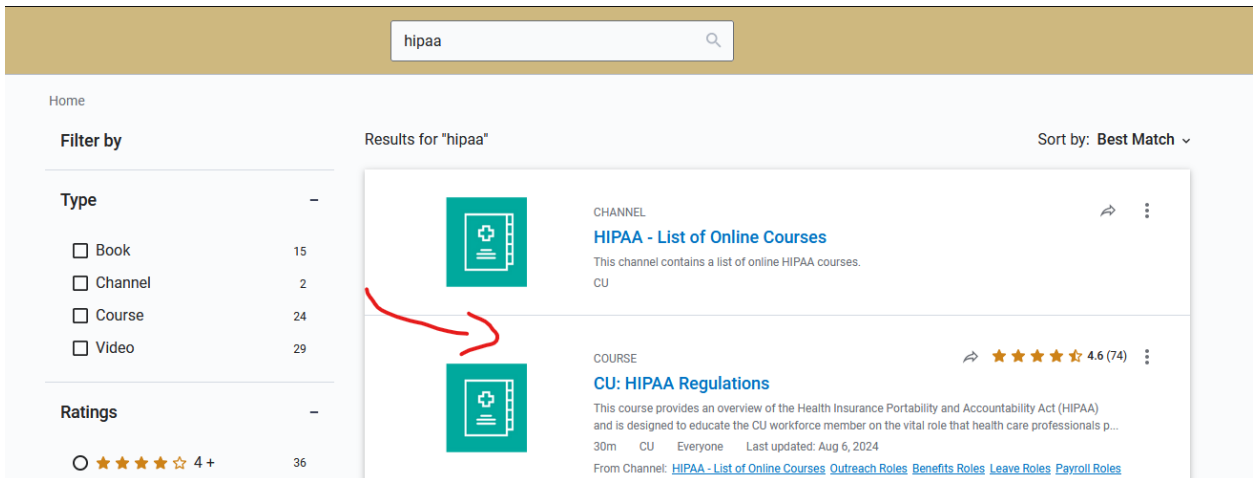
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5. How do I complete the Percipio course?

To complete the course, you must access your Percipio account. This is done via your UCD Access

page or by going to the CU Anschutz HIPAA website. The appropriate link is found under the “Training” selection.



Once logged in, search for the specific course ‘CU: HIPAA Regulations’ and complete the course at your pace.

Note: If you do not see the course upon searching please make sure your search is for “HIPAA” not “HIPPA”.

6. When do I have to complete the Percipio course by?

The course must be completed at least once every fiscal year.

For the 24/25 Fiscal Year, you must complete the course no later than 6/30/2025. If you completed the course prior to 7/1/2024, you must recomplete the course for the new fiscal year.

7. How long does it take to complete the course?

The course takes 30 minutes to complete. However, you do not have to complete the course in a single session and may come and go as needed.

Questions, Comments, or Concerns?

Contact HIPAA@cuanschutz.edu

Thank you for your time.

Sincerely,
Office of Regulatory Compliance - Privacy Team

Office of Regulatory Compliance
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<https://research.cuanschutz.edu/regulatory-compliance/home/hipaa/hipaa-training>