Office of Regulatory Compliance
UNIVERSITY OF COLORADO **DENVER | ANSCHUTZ MEDICAL CAMPUS**

'CU: HIPAA Regulations' Skillsoft Course

Frequently Asked Questions

1. **Which course do I need to complete for compliance?**
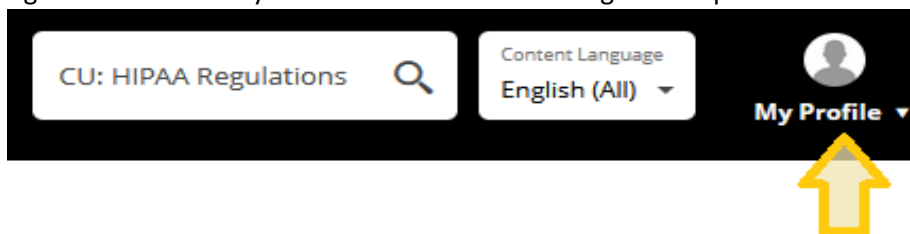   The specific course to complete is '*CU: HIPAA Regulations - CU Anschutz and CU Denver*'.

2. **I am a billable provider and completed a course through the School of Medicine, do I need to complete the Skillsoft Course?**
   This course is currently listed as '*2022 Compliance Privacy & Security Awareness Training*', however a new version of this course may be made available by the School of Medicine in the coming months.

3. **How do I check if I have completed the Skillsoft course?**
   You can verify the completion status of any course within Skillsoft directly. To do so, you will first need to log in to your Skillsoft account. This is done via your *UCD Access* page or by going to the [CU Anschutz HIPAA training page](#).

   Once logged in, you may access your learning transcript by clicking on your profile in the upper-right hand corner of your account. Select "Learning Transcript".

   In your learning transcript, you will be looking to verify if the course '*CU: HIPAA Regulations - CU Anschutz and CU Denver*' is present and has been completed at any time between 7/1/2023 and 6/30/2024. If you completed the course prior to 7/1/2023, you must recomplete the course for the new fiscal year.
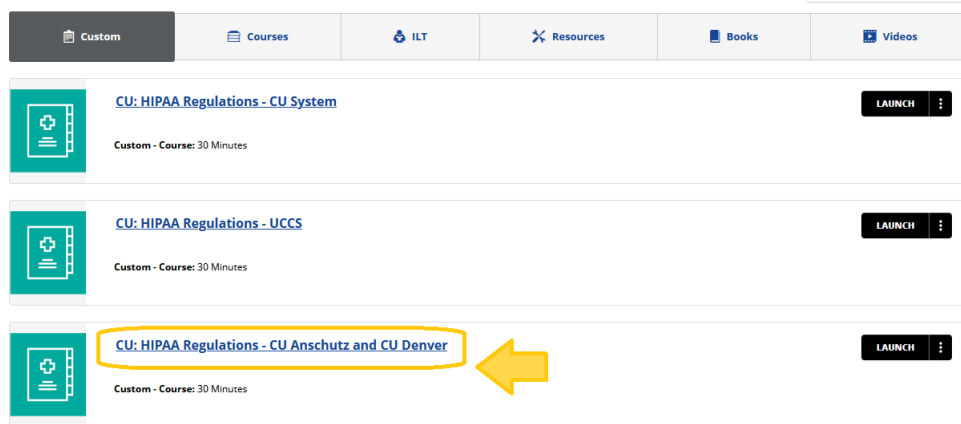

Learning Transcript

Core Data   ⚙ **PROGRESS DATA VIEW**   🖨 **PRINT**

⊕ **ADD FILTERS**

Required	Type	Title	ID#	First Accessed	Last Accessed	Completed	Current Score	Highest Score	Actions
No	Custom	CU: HIPAA Regulations - CU Anschutz and CU Denver	_scorm12_cu_a000 20_0001	Jul 7, 2023	Jul 7, 2023	Jul 7, 2023	90	90	⋮

4. **How do I complete the Skillsoft course?**
   To complete the course, you must access your Skillsoft account. This is done via your UCD Access page or by going to the [CU Anschutz HIPAA training page](#).

   Once logged in, search for the specific course *'CU: HIPAA Regulations - CU Anschutz and CU Denver'* and complete the course at your pace.

5. **When is the deadline for completion of the Skillsoft course?**
   The Skillsoft course must be completed at least once every fiscal year. For the current Fiscal Year (FY2024), the Skillsoft course must be completed between 7/1/23 and 6/30/24.

6. **How long does it take to complete the course?**
   The course takes approximately 30 minutes to complete. However, you do not have to complete the course in a single session and may come and go as needed.

<u>Questions, Comments, or Concerns?</u>
Contact HIPAA@cuanschutz.edu

Thank you for your time.

Sincerely,
Office of Regulatory Compliance - Privacy Team