


How to Navigate APD HIPAA Basics

Before You Begin: Do you already have a TRAIN account? If yes, do not create another account. Contact the APD LMS Support Team at apd.lmssupport@apdcare.org if you are not sure. Learners must have only one TRAIN Florida account. Learners with duplicate accounts will be blocked from accessing their TRAIN Florida accounts.

Go to <https://www.train.org/main/welcome> and sign into your account.

1. Search for **APD HIPAA Basics**
 - a. Click **Course Catalog** from the top menu or
 - b. Search **Courses**
2. Click the **Show More** link to view the course description and information and click the **Resources** tab to download the learner guide.
3. Click the **Launch** link. The presentation will open in a separate window. Click the play arrow to begin.
4. Take the **assessment**.
 - The screen will prompt you to take the assessment. Click the **OK** button.
 - Click **Start the Assessment**, follow the prompts to view the questions and enter your answers.
 - When you finish the assessment, close the window.
5. Complete the **Evaluation**.
6. Click the **Print Certificate** button to download and print your certificate.
7. You can always access your certificates at any time. To access your certificates, go to **Your Learning** and click the **Your Certificates** tab. Click the **download icon**, , that is displayed next to the course name to save a copy of your certificate.

Note: Continue to the next page for illustrations of the steps listed above. For additional information about APD courses and TRAIN Florida navigation, visit the [APD Training Portal](#).

How to Navigate APD HIPAA Basics

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TRAIN Florida
HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS
ADMIN HELP

Announcements
FDOH Grouping Structure for Learner Accounts
DOH LMS Administrators: Please follow the FDOH grouping structure to ensure your learner profiles are set up correctly.
groupingstructure_2021aau.xlsx

Your Training Status
25 Certificates Obtained

Hot Topics
WSC Roster
APD Training Alerts
APD Provider Staff

Search
Courses
Training Plans
Events

Use this page to search for any course or document on the TRAIN Learning Network site. The results may be limited by any groups you have joined within TRAIN (see your profile for details).

APD HIPAA Basics

Sort by relevance

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TRAIN Florida
HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS
HELP

APD - Health Insurance Portability and Accountability Act (HIPAA) Basics

Web-Based Training - Self-Study ID 1099145 Skill Level: Introductory 0.5h
★★★★★ (157 Ratings)

The Florida Agency for Persons with Disabilities (APD) requires all service providers and their employees to complete HIPAA training, annually.
This course runs **approximately 22 minutes** and meets the HIPAA training requirement that is listed in the Developmental Disabilities Individual Budgeting (Budget) Waiver Services Coverage and Limitations Handbook. The purpose of HIPAA is to protect and control the distribution of personally identifiable health information.

Launch Save For Later

Details
Learning Objectives
The Learner will be able to:
1. Explain what HIPAA is
2. Understand the three parts of HIPAA
3. Understand the importance of complying with HIPAA
4. Define Protected Health Information
5. Understand how HIPAA affects you
6. Determine who to notify when there is a violation

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Post-assessment

Resource
Date Posted
apd-ff-hipaa-basics-21-22-learner-guide.pdf 16 Jul 2021
apd notice of privacy practices_2020.pdf 16 Jul 2021

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APD - Generic Self-Paced Evaluation

The evaluation is located:
Your course registration status and your TRAIN Florida Learner transcript are updated. If you have OPT, do not receive emails from TRAIN. You will receive an automated TRAIN Florida email message.
To help APD determine the quality of TRAIN Florida our training, please fill out this course review.
Thank You!
(3/5)

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TRAIN Florida
HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS
HELP

APD - Health Insurance Portability and Accountability Act (HIPAA) Basics

You have already completed this "SCORM Course".

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Print Certificate

Resource
Date Posted
apd-ff-hipaa-basics-21-22-learner-guide.pdf 16 Jul 2021
apd notice of privacy practices_2020.pdf 16 Jul 2021

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TRAIN Florida
HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS
HELP

This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.

Your Current Courses Your Training Plans Your Certificates Your Transcript

Name	Completed Date	Score
APD - Health Insurance Portability and Accountability Act (HIPAA) Basics	Sep 13, 2021	93 (93%)