HIPAA CERTIFICATION

As a SONDH student, it is vital that you successfully complete the Hawaiʻi State Center for Nursing's Health Insurance Portability and Accountability Act (HIPAA) online training to secure your HIPAA certificate. Please use the link below to access the Hawaiʻi State Center for Nursing's HIPAA training module. Please read it carefully.

https://drive.google.com/file/d/1wmY-qS8zyRRTRlNRsLyW1dxd8UmUvqH6/view?usp=drive_link

When ready, please use the link below to access the online test. Please use a desktop or laptop web browser to take the test. You should be able to complete this short online multiple-choice test in under 30 minutes. The test does NOT allow you to save your progress, so please commit yourself to finishing it once you start or you will have to restart it from the beginning.

https://www.surveymonkey.com/r/Hawaii_HIPAA_PostTest

BEFORE you get your new HIPAA certificate, there will be a place on your screen to type in the following information:

1. **your full legal name (first and last)**
2. **your UH email address**
3. **the date you completed the test**

Please save your **certificate as a PDF**. *Desktop/laptop web browsers can "Save as PDF" (even if you do not subscribe to Adobe). Just "print" the web page. For Chrome and Firefox users, you should see a "Destination" dropdown option in your printer pop-up window, and you can select the "Save as PDF" option. If you are using Microsoft Edge, instead of a "Destination" dropdown, you should see a "Printer" dropdown option. If you are using Apple's Safari, there is a "PDF" option in the printer pop-up window.* You MUST include every page. For most people, everything should fit on 1 page, but occasionally it may be 2 or even 3 pages. Unfortunately, Survey Monkey does NOT save your certificate, so *keep a copy or you will have to redo the test.*

AFTER you save your HIPAA certificate as a PDF, _you MUST SIGN it_. You can sign it electronically OR you can print and then physically sign it (and then rescan as a PDF). We CANNOT accept an unsigned HIPAA certificate, so please sign it.

Note: A few clinical sites have their own HIPAA certification process; your faculty will have you certify as needed.