

“VHA PRIVACY POLICY TRAINING INSTRUCTIONS FOR RESEARCH MONITORING AND/OR EXTERNAL AUDIT SITE VISITS

Prior to conducting a monitoring site visit and/or external audits, complete the “Privacy and HIPAA Training FY12 – PowerPoint Option”. This is a mandatory course that can only be taken on the LIBRIX website. Note that you must print the certificate and provide it **to your VA contact. Below are detailed instructions for accessing the website.**

Go to the EES Librix On-Line Learning Website:

<https://www.ees-learning.net/librix/loginhtml.asp?v=librix>

Open the website and CLICK on ‘First Time User’.

1. SELECT ‘VA Other (Contractors, Volunteers, Residents, Interns, etc.)’ and submit.
2. Fill in ‘First Name, Middle Name, Last Name, Last 4 digits of your SSN’ and submit.
3. SELECT ‘Other’ under ‘Select Your Occupation’ and submit.
4. SELECT ‘VHA’ under ‘Select Your Facility’ and submit.
5. Create your ‘Username’ and ‘Password’ and submit. (Your 8+ character password has to be a combination of upper & lower case, numbers, and symbols.)
6. Read instructions and ‘Close Window.’
7. Log in using your newly created ‘User Name’ and ‘Password.’
8. In the upper left column, SELECT ‘My User Profile’ to open.
9. CLICK on ‘Type of User’ and SELECT ‘Resident.’
10. CLICK on ‘Available Courses’
11. CLICK Search in the blue oval.
12. CLICK 16 from the numbers listed on the bottom of the screen.
13. CLICK Sign Me Up located across from the Privacy and HIPAA Training FY12
14. Complete the course and CLICK the ‘X’ in the right hand corner of the screen to exit. On the next screen, CLICK on “When complete, click here to exit the course.” CLICK on ‘Employee Education System (EES)’ in the middle of the “Congratulations!” statement to print the certificate.
15. Print the certificate and provide a copy to the PI and/or research coordinator.