

Privacy Training

“get your training online.”

ONLINE TRAINING.

AllofE Privacy Training serves as an efficient and cost effective tool to ensure that your employees follow the guidelines defined by the Health Insurance Portability and Accountability Act. It incorporate all Privacy Policies and Procedures by providing links from questions directly to the associated privacy documentation. This flexible solution allows you to easily keep your training up to date with the latest information and changes to training questions and documentation.

USER FRIENDLY.

The system walks users through the training process starting with the Training Lobby where they can access and print any existing certificates, review privacy documentation, and learn about the training process. When the users are ready, they can begin taking the learning quizzes. They can stop at anytime and the system will keep track of their progress in the training process. The next time they log in, the training will begin where they had previously stopped.

AUTOMATIC GRADING.

As users complete each learning quiz, the system provides them with their results including a link to any supporting documentation for the questions. If any questions are missed, the system will allow the user to retake them until all have been answered correctly. Once the user has completed all learning quizzes with 100% accuracy, the system provides a certificate of completion that can be printed and submitted to their supervisor.

REPORTING AND EXPORTING.

The administrative reporting capabilities allow supervisors and administrators to print user progress summaries and learning quiz results.

Admin users can filter training results by employee groups or levels and date of hire. Supervisors can use these reports to ensure that all employees within their department have completed the required training within the designated time frame.

ABC Health Systems 30-Day Privacy Training Report Hire Date Range 09-01-2004 to 09-10-2004				
Employee Name	Department	Job	Hire Date	Date Completed
Jennifer Holt	NUR/SERV-CARDIAC TRANSPLANT	RN I	2004-09-07	2004-09-10
Carol Doolittle	NUR/SERV-CCC FLOAT	RN II	2004-09-07	2004-09-10
Diane Murphy	NUR/SERV-CCC FLOAT	WWVP RN II	2004-09-07	2004-09-10



QUESTION MANAGEMENT

CERTIFICATE PRINTING

EMPLOYEE CATEGORIZATION

WEB BASED ACCESS

EXTREMELY USER FRIENDLY

PRIVACY DOCUMENT LINKAGE

ADMINISTRATIVE REPORTING

VISUALIZE:

A system that administers your HIPAA Privacy Training online, allowing users to access training material and complete their learning quizzes anytime and from anywhere.

CUSTOMIZE:

You choose whether to allow users to access the system from home or simply access it from anywhere within your Intranet. The system is customizable to integrate directly into your existing infrastructure or serve as a standalone application. You define the questions, the grading criteria, and the administrative reports that you need the system to generate. AllofE Training does the rest.

EXPERIENCE:

AllofE Training
HIPAA Privacy Training

AllofE TRAINING INGENUITY

- Provide a step by step, user friendly training process.
- Categorize tests by employee level such as clinical, non-clinical, staff, etc.
- Define questions in any format – multiple choice, fill in the blank, essay.
- Connect questions to their associated Privacy Policies and Procedure document.
- Automatically grade each quiz as the user completes it.
- Require users to only re-answer questions that they previously missed.
- Print administrative reports to track training progress.
- Assign time frames and number of retakes allowed for each quiz.
- Print certificates of completion for employees and supervisors.
- Generate reports based on employee levels and date of hire.
- Connect the system directly to your intranet or provide web based access from any location.

AllofE TRAINING EFFECTS

- Provide immediate feedback to employees on their training progress.
- Make training convenient for employees with anytime, anywhere access.
- Simplify the training process for everyone – employees, supervisors...
- Ensure quizzes are graded quickly and consistently with automatic grading.
- Easily track employee levels and training requirements per level.
- Customize questions to coincide with your privacy policy standards.
- Ensure that all employees have completed the HIPAA training.
- Manage training for multiple hospital and department locations.
- Integrate the online training system with your existing intranet.
- Keep training policies and procedures up to date.
- Define how your users access the system.
- Create custom administrative reports to meet your exact needs.



Use the system's secure login to authenticate users or use your existing intranet login and infrastructure to provide users access to the system.



To learn more or to setup a demo, please call or visit our website at: www.allofe.com

2500 W. 6th Street
Lawrence, KS 66049
Phone: 785.832.2900
Fax: 785.840.9019
E-mail: info@allofe.net



From the Training Lobby, users can print certificates, download user guides, review the training process, and access training quizzes.



You can set training standards such as requiring users to complete training quizzes with 100% accuracy, allowing unlimited retakes, requiring users to only retake questions that were previously missed, etc.

AllofE TRAINING PERSPECTIVE

AllofE Training is a simple solution to HIPAA web based training. From administrators and supervisors to trainees, everyone benefits from its comprehensive features and functionality. The flexibility of the system allows us to customize the security structure, the way your users access the system, administrative reports, and test questions to meet your exact needs. AllofE Privacy Training will increase the efficiency of your training processes and get your HIPAA procedures online.

For additional information regarding AllofE Privacy Training, email: info@allofe.net

About AllofE Solutions

AllofE Solutions, founded in 1998, provides cutting-edge applications to lend organizations a helping hand in managing web content and creating, maintaining, and customizing their ever-expanding web based applications.

About AllofE's Academic Platform

AllofE works closely with organizations in the healthcare sector to create an integrated, web-based platform that serves all of their information management and training needs. From online testing and training to intranet and web content management, AllofE's Academic Platform covers a vast array of web based solutions that are easy to use and provide an immediate ROI for healthcare organizations.



SIMPLE, COST EFFECTIVE SOLUTION TO HIPAA TRAINING

AllofE Training, *Service Edition* is an online training system that allows organizations in the healthcare industry to easily administer HIPAA (Health Insurance Portability and Accountability Act) policy training. With AllofE Training, you can manage training material and content, monitor employee training progress, and generate reports and completion certificates.

AllofE Training, *Service Edition* is available as a web based service, eliminating up front investment in hardware and technical staff. Your training system can be up and running in two weeks or less ensuring that your existing employees receive the necessary training and all new employees get initiated into the system as they are hired.

WHAT HIPAA TRAINING, *Service* EDITION DOES FOR YOU

Minimum Requirements

Easy access - you only need a web browser.

Short Implementation Timeframe

Training system that is configured and deployed in no time at all.

Mass Management

Manage skills and certifications for individual employees, teams, and departments.

Enterprise Wide Training

Administer training across the entire organization regardless of location.

Web Based

Provide personalized, anytime, anywhere access to training knowledge and tests.

Eliminate Costs

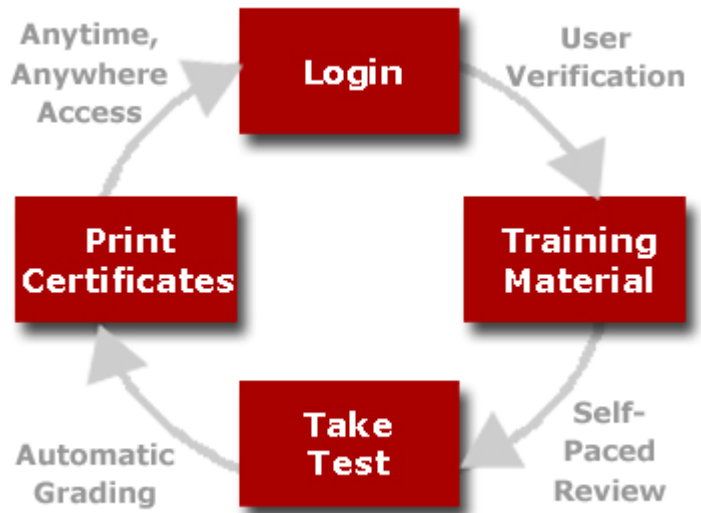
Eliminate hardware, software, and technical and training staff costs.

ROI

Reduce total cost to deliver and administer training.

Automatic Updates

Automatically receive software updates and enhancements as they are released.



- Anytime, anywhere access
- Customized Login
- Certificate Printing
- Custom Reports
- Automatic Grading
- Online Tutorials
- Consistent Training Process

CUSTOMIZED TO MEET YOUR NEEDS

Training Material

Import your Privacy Policy information and documentation directly into the system.

Test Questions

Create and assign test questions to users based on their user group or level.

Required Passing Percentage

Define how many training questions must be answered correctly to pass the test.

Number of Retakes Allowed

Allow employees to retake the training until they pass.

Only Retake Missed Questions

Setup the tests so that users only retake the questions they previously missed.

Administrative Reporting

Generate custom reports based on your reporting needs.

User Registration Process

Administer your employee user accounts and/or allow users to register themselves.

Service Edition Advantages

Training on Demand

Have AllofE Training *Service Edition* up and running in two weeks or less.

You only need a web browser. No additional software or hardware required.

Employees have self service access to training material, requirements, and tests.

You get immediate results through customized reporting functionality that tracks employee progress and completion.

Getting Started Immediately

AllofE Training *Service Edition* eliminates upfront investment in hardware and technical staff.

The system provides a quick implementation timeframe because little to no user training is required.

No special client software required – Web access and a browser are the only client requirements.

Anytime, Anywhere Access

Access AllofE Training anytime and from anywhere online, allowing users to complete training from home or other remote locations.

You can use the system on any computer regardless of operating system.

With browser based accessibility, simply open a web browser, go to the application, and login. It is that simple.

Security

The system is protected by user ID and password authentication providing a secure login process.

You can create the user accounts or allow users to register themselves using an employee ID or other verification.

Only your administration will be able to access user and training results information.


Scalable and Customizable

AllofE Training grows with your organization's training requirements. The system meets industry wide data storage standards so that it grows with your data needs.


Add and update tests and questions as needed.

Custom functionality and features can be added to meet your needs.

You define the training process from training material and questions to pass/fail requirements and reporting.

	ABC HEALTH SYSTEM	ADMINISTRATIVE PROCEDURES
SUBJECT: Privacy and Security Complaints		
SECTION: Privacy		
PURPOSE The purpose of this policy is to define the process for employee privacy complaints to the Privacy/Compliance Office. This policy will be taken by the site coordinator and Privacy/Compliance Office.		
POLICY		

Review the Material: The system provides direct access to your training material for users to read and review before taking the test. You can also customize the test results to link directly to the review document for a particular question allowing the user to view the material again before continuing with their test.



Results for Privacy 3
Submitted: Oct 20, 2004 11:07 am
Grade: 10/50 (20.00%)

Incorrect Answer [Click Here for Related Document](#)

An employee witnesses another employee viewing information. What should the employee do?

Your Answer
B. Do nothing

Correct Answer [Click Here for Related Document](#)

A patient's family member overhears a conversation in the waiting room. What should the employee do?

Take the Test: You define the test taking process and requirements such as available timeframe, passing score, and allowed number of retakes. You can set it up so that the user can take the test in parts or is required to take it in one sitting. The system does the rest.



ABC HEALTH SYSTEM

Certificate of Completion
(NAME)
has successfully completed the
PRIVACY TRAINING PROGRAM
February 2003 (date)

Print the Certificate: Once the user has passed the test per your passing requirements, the system will provide them with a certificate of completion for them to print and submit to his or her supervisor.