



# HIPAA Privacy & Security - Accessing Module and Course Enrollment

Following the steps outlined below you will learn how to access and navigate Baptist Health South Florida's Continuing Medical Education (CME) site, for the purposes of completing your HIPAA Privacy & Security Course. Within the CME site you will complete the online course required for you to obtain access to the Baptist Health EMR. This interactive course will give you a chance to become familiar with how and when to access, use and disclose PHI and how you can safeguard and protect patient information to prevent unauthorized access, use and disclosure. Follow the steps below to get started.

This course is required in order for physician office staff, scribes and other non-BHSF employees to obtain access to BHSF clinical systems. A certificate of completion should be submitted to the Provider Services Department, along with a copy of the signed Safeguards form. Bethesda Office Staff members should submit their certificate to the Bethesda IT department.

## **PROVIDER SERVICES DEPARTMENT CONTACT INFORMATION**

**Email:** [ProviderServices@BaptistHealth.net](mailto:ProviderServices@BaptistHealth.net)

**Phone Number:** 786-595-9723

## **Bethesda IT CONTACT INFORMATION**

**Email:** [HelpDesk@bhinc.org](mailto:HelpDesk@bhinc.org)

**Phone Number:** 561-737-7733 ext. 84357

1. Click on the link below:  
[PrivacyCME.Baptisthealth.net](https://PrivacyCME.Baptisthealth.net)

2. Select **Initial Credentialing** course to enroll.

**Courses**

Published Unpublished

Specialty: HIPAA x Location: Keywords Search:

Credit Type: Choose some options Format: Choose some options **Apply**

**Reset**

Course title	Credits	Event date	Location	Format
2022 HIPAA Privacy and Security Course    Initial Credentialing and Reappointment	1.00 AMA PRA Category 1 Credit™ 1.00 General certificate of attendance 1.00 Florida Board of Dentistry 1.00 Nurse Practitioners 1.00 Florida Board of Podiatric Medicine			Online CME, Online Course

3. If you **do not have an account** on the CME portal, click “Register” and continue with the steps below.  
If you **already have an account**, click on “login”. Enter your username and password.

# HIPAA PRIVACY AND SECURITY COURSE || INITIAL CREDENTIALING

OVERVIEW FACULTY ACCREDITATION REGISTER/TAKE COURSE

Please **login** or **register** to take this course.

4. Fill out all required\* fields.

# CREATE NEW ACCOUNT

[CREATE NEW ACCOUNT](#) [LOG IN](#) [REQUEST NEW PASSWORD](#)

Create an account to become associated with the Baptist Health CME Portal and Online Learning Program and gain access to all available services.

NEW! Mobile sign-in for meeting registration is coming soon! Please log in to your CME Portal profile and provide your mobile number to expedite your live event registration for upcoming activities.

NOTE REGARDING MULTIPLE ACCOUNTS: Creating multiple accounts for the same learner will cause delays in credit reporting. If you have an existing account and don't remember your password, please reset your password by clicking on Request New Password tab. Please submit requests to merge multiple accounts for the same learner to CME@

**USERNAME \***  
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores

**E-MAIL ADDRESS \***  
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address will be used to create a new password or wish to receive certain news or notifications by e-mail.

Provide a password for the new account in both fields.

**PASSWORD \***

Password quality: ■■■■■ ■■■■■ **Bad**

**CONFIRM PASSWORD \***

Please use a combination of your first and last name when creating your username.

Please use the same email address you will be using when requesting your BHSF IT access.

**SPECIALTY**  
To select multiple options press and hold the CTRL button while clicking on the options

**WHAT DEGREES OR CREDENTIALS WOULD YOU LIKE LISTED AFTER YOUR NAME ON YOUR CERTIFICATES? \***

**AFFILIATIONS \***  
Please select all that apply.

- Baptist Health Advanced Practice Provider (Includes Bethesda Health, Boca Raton and Fishermen's Medical Staff)
- Baptist Health Affiliated Physician (Includes Bethesda Health, Boca Raton and Fishermen's Medical Staff)
- Baptist Health Employee
- Bethesda Health Employee
- Boca Raton Regional Hospital Employee
- Fishermen's Hospital Employee
- Other

**OCCUPATION \***  
Please select all that apply. To select multiple options press and hold the CTRL button while clicking on the options

Specialty is not required, you may skip this field.

Please select "Other" under Affiliations and type in "Office staff" or "Scribe".

Please select "Office staff" or "Scribe" under Occupation.

## MOBILE SETTINGS ▲


You will receive a message to confirm your mobile information upon login.

### MOBILE PHONE NUMBER \*

### COUNTRY

## CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

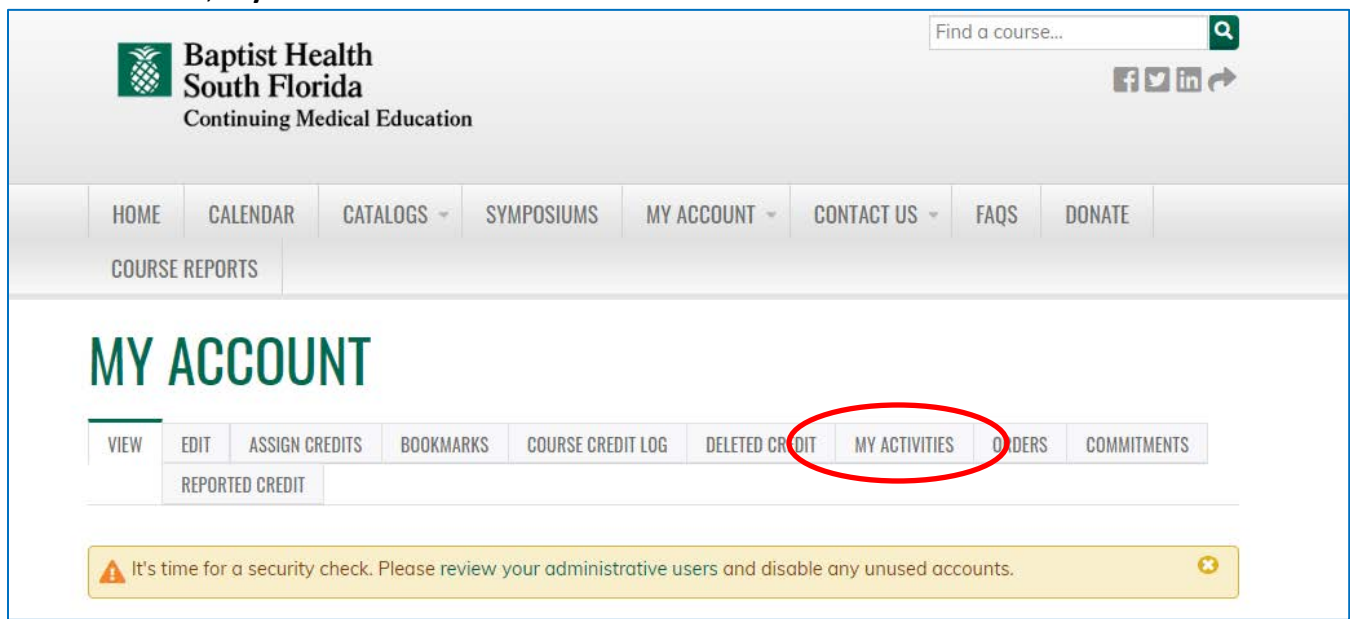
 I'm not a robot   
reCAPTCHA  
Privacy - Terms

[CREATE NEW ACCOUNT](#)

Complete Captcha question and select "Create New Account".

## How to obtain your certificate?

1. Log-in
2. Click on the tab, **My Activities**.



The screenshot shows the Baptist Health South Florida Continuing Medical Education website. The header includes the logo, a search bar, and social media icons. The navigation menu contains: HOME, CALENDAR, CATALOGS, SYMPOSIUMS, MY ACCOUNT, CONTACT US, FAQs, DONATE, and COURSE REPORTS. The 'MY ACCOUNT' section is active, displaying a sub-menu with: VIEW, EDIT, ASSIGN CREDITS, BOOKMARKS, COURSE CREDIT LOG, DELETED CREDIT, MY ACTIVITIES (circled in red), ORDERS, and COMMITMENTS. A yellow warning banner at the bottom states: "It's time for a security check. Please review your administrative users and disable any unused accounts."

3. Select “**Completed Activities**” tab; on far right, you will find certificate column for PDF “**Download**”.

Completed activities Pending activities Session credit

It's time for a security check. Please review your administrative users and disable any unused accounts.

DATE COMPLETED

FROM  
E.g., 07/08/2020

TO  
E.g., 07/08/2020

APPLY

Download PDF

Course Name	Completion date	Number of credits earned	Credit type	Certificate
Baptist Health Coding and Documentation e-Learning Series	04/06/2020			Download

### Questions?

Should you have any questions regarding submitting your certificate of completion, please reach out to:

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Should you have any have any questions about your CME Portal account set-up, please email [CME@BaptistHealth.net](mailto:CME@BaptistHealth.net) or visit our [frequently asked questions page](#).