HOW TO SELF REGISTER ON MHS LEARN

IMPORTANT NOTE: New learners to MHS Learn will need to Self Register to create an MHS Learn account. The MHS Learn Website can be accessed from a non-government computer. Performing a "Browser Check" on your computer is recommended before starting MHS Learn HIPAA training. MHS Learn will not run properly without all necessary applications.

HOW TO PERFORM A BROWSER CHECK

"Outcome" must have all "Check" marks. If you get a RED "X" by any of the Browser Properties, MHS Learn will not run properly. If you are using a Womack computer, please call the Enterprise Service Help Desk @ 1-800-872-6482 for assistance.

HOW TO SELF REGISTER

1. Open MHS Learning Portal at https://mhslearn.csd.disa.mil.

2. Select **MHS Staff Training** from the **Military Health System Learning Portal Home page.**

3. Click '**LOGIN**'.

4. Select '**Click here to register**' link.

Figure 17 – Self Register Window – Click here to register

MHS Learn requires the learner to enter their complete SSN. The SSN is used to verify and match the MHS Learn account with the Defense Medical Human Resource System – internet (DMHRSi) account. The SSN is encrypted during this process and will never be listed on any reports. All MHS Learn application data is secured behind the Defense Information Systems Agency (DISA) firewall.

5. Enter **SSN** in the **SSN** and **Confirm SSN** fields. Click '**Next**'.
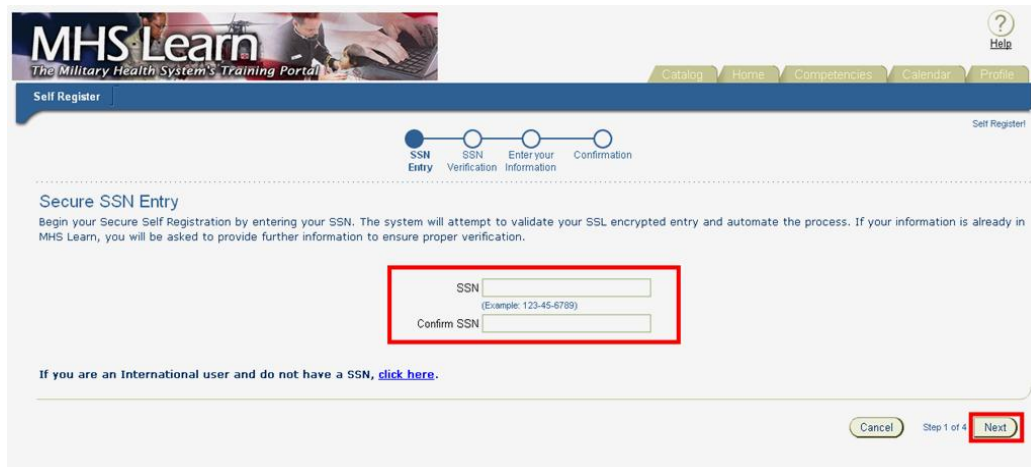

Figure 18 – Secure SSN Entry – SSN and Confirm SSN

***If MHS Learn recognizes the SSN, the learner will receive the following message:

"MHS Learn recognizes this entry as a registered user. Please go back to the main login page and login using your username and password. If you have forgotten your password, please select the Forgot Password link on the Login Page to reset your password."

6. Click '**Cancel**' to return to the MHS Learn Home page and login.

Figure 19 – SSN Verification – Learner Recognized

***If MHS Learn does not recognize the SSN, the learner will receive the following message (THIS PREVENTS MULTIPLE ACCOUNTS CREATED WITH THE SAME SSN):**

"We were unable to verify the SSN entered to DMHRSi information. If you have entered your SSN correctly, please click Next to continue with self registration. If you are not sure you entered correctly, please click "Try Again".

7. **To proceed with self registration**, click '**Next**'.

Figure 20 – SSN Verification – Learner Not Recognized

8. **Secure Self Registration** window opens.

Figure 21 – Secure Self Registration Form

9. Enter **First Name** in the **First Name** field.

Note: An * (asterisk) indicates a required field.

10. Enter **Middle Name** in the **Middle Name** field.
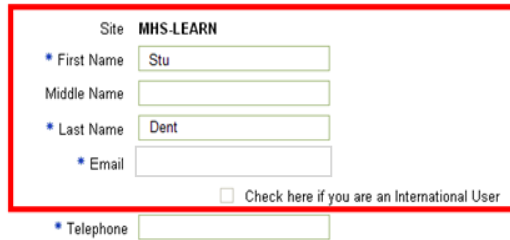
11. Enter **Last Name** in the **Last Name** field.

12. Enter your **Email** address in **Email** field. (*personal email is acceptable **if** you do not have a military email address)*
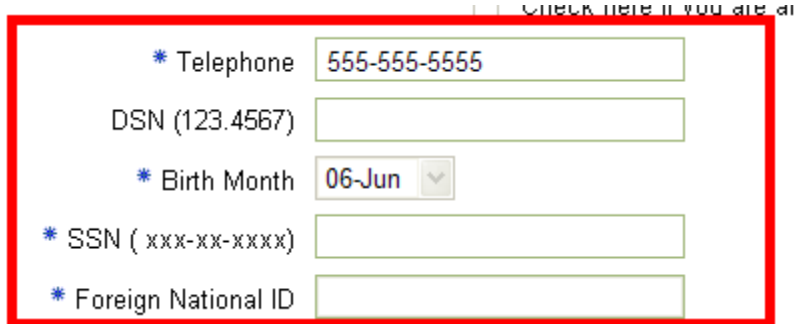
Figure 22 – Secure Self Registration – Name and Email

13. Enter a **Telephone** number in the **Telephone** field.

14. Enter a **DSN** number, if applicable, in **DSN** field. (optional)

15. Select **Birth Month** from the **Birth Month** drop down list.

16. Enter **SSN** in the **SSN** field.
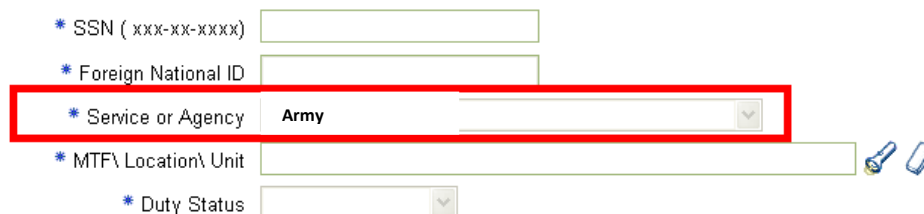
Figure 23 – Secure Self Registration – Telephone, Birth Month, and SSN

17. Select **"Army"** from the **Service or Agency** drop down list.
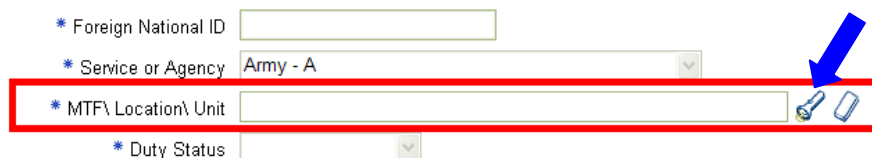
Figure 24 – Secure Self Registration – Service or Agency

18. Click ' ' (Search) icon to search for **MTF\Location\Unit**.

Figure 25 – Secure Self Registration – MTF\Location\Unit

5

19. Enter "**0089**", then click on 🔧 to search for "Womack", then click on "Select".

Figure 26

Figure 27

20. Select appropriate "**Duty Status**" from the drop down list.

   Selections include:
   a. Civilian-Contractor
   b. Civilian-GS
   c. Civilian-LN
   d. Civilian-SES
   e. Civilian-Volunteer
   f. Military-Active
   g. Military-Guard
   h. Military-Reserve

Figure 28 – Secure Self Registration – Duty Status

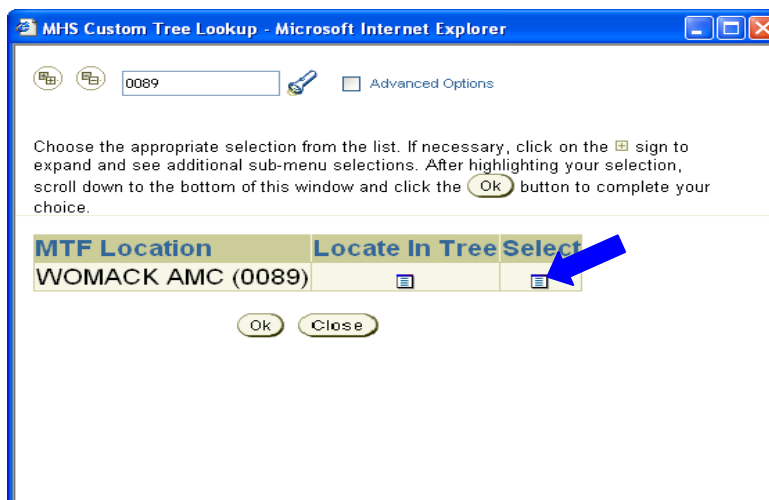21. **Rank** is for military personnel only.

Figure 29 – Secure Self Registration – Rank

22. Select appropriate **HIPAA Job Position** based on your job role from the **HIPAA Job Position** drop down list.
   Selections include:
   a.   01. Ancillary Clinical
   b.   02. Patient Services
   c.   03. Operations and Finance
   d.   04. Support Services
   e.   05. Information Systems
   f.   06. Medical Records
   g.   07. Nursing
   h.   08. Provider
   i.   09. Senior Management
   j.   10. Not Applicable

   Please refer to HIPAA Job Position Table (pg. 12-13). This will automatically enroll the learner in the appropriate HIPAA CORE Training.

Figure 30 – Secure Self Registration – HIPAA Job Position

23. Click '⚙' icon to search for appropriate **HIPAA Job Domain**.
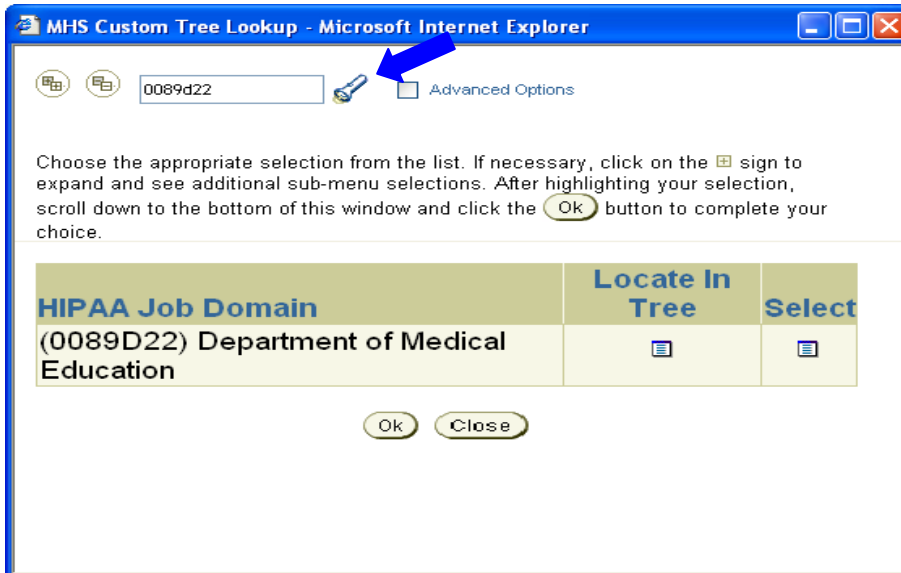
Figure 31 – Secure Self Registration – HIPAA Job Domain

***Please see WAMC Domain List for your department domain (pg. 12). Enter domain code and click on flashlight icon. Click "Select".

24. Enter "0089D22" then click '' to search for "Department of Medical Education". Then click flashlight to search.

Figure 32 – Secure Self Registration – HIPAA Job Domain

Old Window, new window will show option for students as 0089D22A

Select "Students".

HIPAA Job Domain	Locate In Tree	Select
(0089D22) Department of Medical Education	📄	📄
0089D22A Students	📄	📄

Figure 33 – Secure Self Registration – HIPAA Job Domain

8

25. Click '🔦' icon to search for appropriate **Job Role** drop down list.
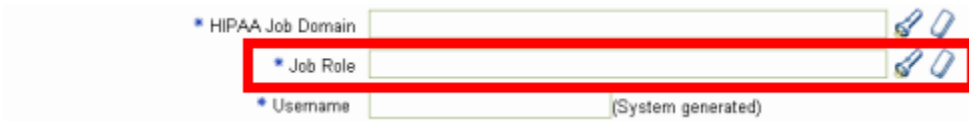
Figure 34 – Secure Self Registration – Job Role

26. Select most appropriate **Job Role** from the list, then click "OK".
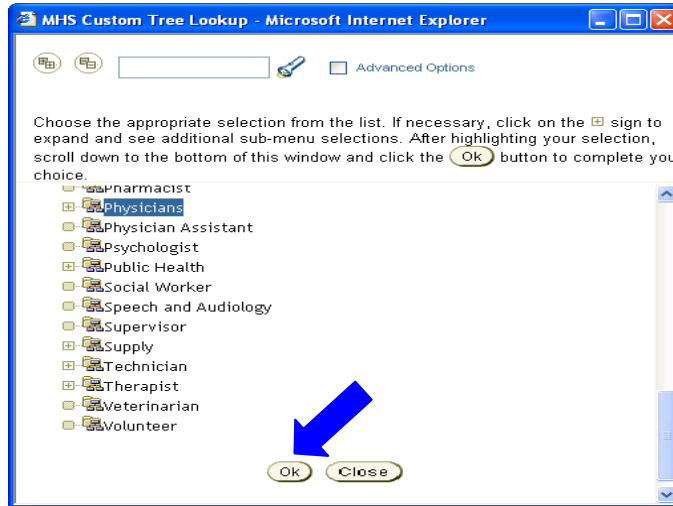
Figure 35 – Secure Self Registration – Job Role

Username field is self populated based on entries made by learner in the First and Last Name fields and SSN field.

1. Enter a **Password** in the **Password** field.

2. Re-enter the **Password** in the **Confirm Password** field.
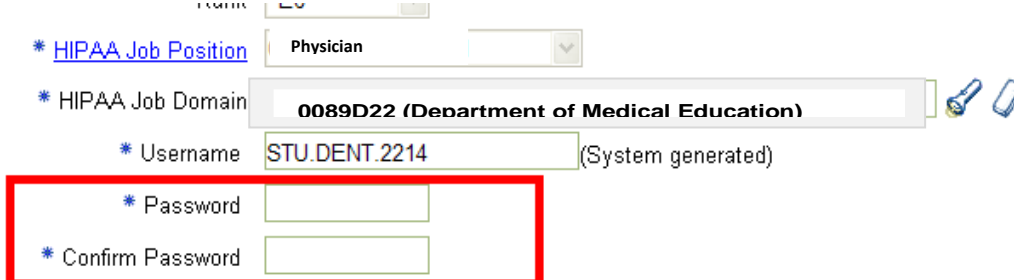
Figure 36 – Secure Self Registration – Password and Confirm Password

Note: Security policy requires password to be a minimum of 15 characters with at 2 letters, 2 digits and 2 special characters.

3. Select a **Password Challenge** question from the drop down list.
   Selections include:
   a. Your first grade Teacher's name?
   b. Model of your first car?
   c. Your pet's name?
   d. Your Father's middle name?
   e. Your favorite city

Figure 37 – Secure Self Registration – Password Challenge

4. Enter the correct response to the **Password Challenge** in the **Password Response** field.

Figure 38 – Secure Self Registration – Password Response

5. Click '**Next**' to submit the registration form.

Figure 39 – Secure Self Registration – Completed

*If all areas of Self Registration have been entered, learner will be logged into MHS Learn. If there are any questions, or areas not meeting minimum requirements, the learner will be asked to correct those areas before registration is complete.

HIPAA Job Positions and Required Courses

Following is a list of HIPAA job positions, descriptions including examples, and required HIPAA courses. Appropriate selection of HIPAA Job Position during self-registration ensures the appropriate assignment of role specific training required by DoD 6025.18R, "DoD Health Information Privacy Regulation." **As the interpretation of HIPAA job position descriptions (and subsequent assignment of required HIPAA courses) may vary by facility, this memo is intended as guidance only. Users are advised to contact their supervisors for clarification and/or further direction on selecting the appropriate job position.**

HIPAA Job Position	Description	Required HIPAA Courses
Ancillary Clinical	Ancillary clinical staff including technicians *(i.e., Audiologist, Behavioral Health personnel, Chiropractor, Clinical Psychologist, Cytotechnologist, Dietician, Occupational Therapist, Optician, Optometrist, Pharmacist, Physical Therapist, Podiatrist, Preventive Medicine staff, Social Worker, Speech Pathologist, Cardiovascular Technician, Dental Laboratory Technician, Dermatology Technician, Electroneurodiagnositc Technician, Hemodialysis/Apheresis Technician, Histopathology Technician, Medical Laboratory Technician, Nuclear Medicine Technician, Orthopedic Technician, Otolaryngology Technician, Respiratory Therapy Technician, Surgical Technologist, Urology Technician, X-ray Technician, Clinical support volunteers).*	Core Training Clinical Training *HIPAA Refresher Course (annually)*
Patient Services *(formerly "Administrative Support Staff")*	Patient Assistance staff	Core Training Clinical Training *HIPAA Refresher Course (annually)*
Operations and Finance *(formerly "Business/Finance Office")*	Resource Management, Personnel staff, Medical Operations (Readiness, Education, Training, Security), Headquarters Staff, Executive Agency Staff not elsewhere classified by job position.	Core Training Operations Training *HIPAA Refresher Course (annually)*

|		
Support Services (formerly "Facility Support Services")	All non-clinical support personnel *(i.e., Biomedical Repair, Chaplain/Religious Services, Environmental Health Services, Facilities Management-Janitorial, Housekeeping, Maintenance, Food Service, Industrial Hygiene/Safety, Logistics, Occupational Health, Transportation, Supply, Veterinary Services Personnel)*	Core Training Operations Training *HIPAA Refresher Course (annually)*
Information Systems (formerly "Information Management")	IM/IT (Information Management/ Information Technology) staff, Telecommunication/Mailroom, Biomedical Illustrator/Photographer.	Core Training Operations Training *HIPAA Refresher Course (annually)*
Medical Records	Medical Records staff, Patient Admin staff, Coders, Transcriptionists, Clinical/Ward Admin staff, General Clerical/Secretarial staff, Administrative volunteers.	Core Training Clinical Training *HIPAA Refresher Course (annually)*
Nursing	Staff Nurse- RN/LPN/LVN, Nurse Mid-wife, Nurse Anesthetist, Medical Assistants, Dental Hygienist, Dental Assistants.	Core Training Clinical Training *HIPAA Refresher Course (annually)*
Providers	Physicians- all specialties, Physician Assistants, Dentists- all specialties, Nurse Practitioners, Research Clinicians, Dental Science and Research.	Core Training Clinical Training *HIPAA Refresher Course (annually)*
Senior Management (formerly "Senior Executive Staff")	Commanders, Executive staff/Leadership, General Administration staff, Hospital Legal staff, Public Affairs/Marketing staff.	Core Training Senior Management Training *HIPAA Refresher Course (annually)*

As the interpretation of HIPAA job position descriptions (and subsequent assignment of required HIPAA courses) may vary by facility, this memo is intended as guidance only. Users are advised to contact their supervisors for clarification and/or further direction on selecting the appropriate job position.
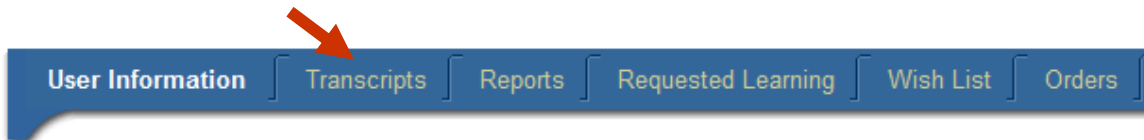
HOW TO PRINT YOUR HIPAA CORE CERTIFICATE

1. Select the *Home* icon in the upper right corner of the navigation bar:

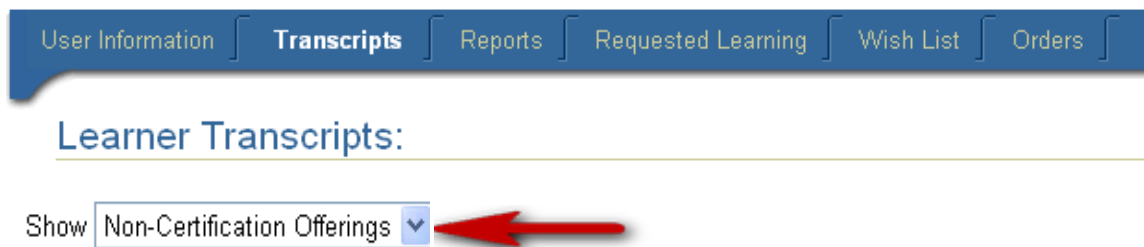

2. Select the *Profile* tab in the upper right corner of the page:
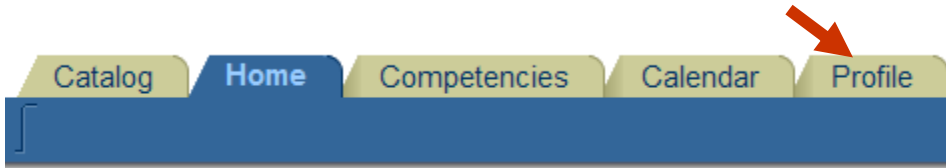
3. Select the *Transcript* button on the left-hand side of the page:

4. Select **Non-Certification Offerings** from the drop list

5. You will see your certificate listed in the *Completed Certification* section. Select the *Certificate* icon at the far right of the appropriate course row:

6. You can view and/or print your certificate by selecting the *Print MHS Learn Certificate* link:

Close   Print

MHS Learn
The Military Health System's Training Portal

Certificate of Learning

Print MHS Learn Certificate

This certifies that   has participated in Privacy Act and HIPAA Clinical Training with the
following achievements

7. Your certificate will open in a new browser window for review and you can select the *Print* tab at the top of the certificate to print a hardcopy.

- PRINT -

Certificate of Completion

This certificate certifies that

FOR QUESTIONS OR TECHNICAL ASSISTANCE

MHS LEARN HELP DESK CONTACT INFO

1-800-600-9332

Option 3

https://mhssc.timpo.osd.mil/

or

Ms. Alice Torres, HIPAA Privacy Officer @ 907-1050

alice.torres@amedd.army.mil