Navigating TBHC Online Learning Center and Accessing 2011 Key Safety Content Orientation

1

Set the screen resolution to 1152 by 864. You can do this by right clicking your **Desktop**, and choosing *Properties/Settings.*

Go to *mytbhc.org* and click on *TBHC Online Learning Center button:*

Alternatively, use your browser (Internet Explorer preferred) to bring up the following location:

www.healthstream.com/hlc/brooklynhospital

Once you see the login screen, add it to your *Favorites* to save time in the future.

2

Log in using the *User ID* and *Password* that were supplied to you. Click on the *Log in* button.

For regular hospital employees, the **User ID** is the **6 digit employee number used to clock in using eTime**. Your **password is the same**.
NOTE: If you have already logged-in and modified your password, please use your existing password.

The 1st time you login, you will be asked to change your password to one of your choice. **Please DO NOT change your password – re enter the 6 digit employee number used to clock in using eTime!**

3

You will arrive at your **My Learning** tab. In the **Assigned Learning** section, click the name of the course that has been assigned to you – *2011 Key Safety Content Orientation for Non-Clinical Employees* or *2011 Key Safety Content Orientation for Clinical Employees.*

4

Click on the *Enroll* button next to your first learning activity (**Introduction and Objectives** – **2011 Key Safety Content Orientation for Non-Clinical Employees**).

You will arrive at your **Course Details** page. Click on the *Introduction and Objectives – 2011 Key Safety Content Orientation for Non-TBHC Employees* hyper link to begin your first learning activity.

5

Read the course content on the screen at your own pace and move to next screen by clicking on the *Next* button.

6

Once you complete the course content, you will see a **confirmation statement**. The **activity status** will change to **Completed**. Click on the *Exit Course* hyper link to return back to the **Curriculum Details** page.

Click on the *Enroll* button next to the **Lesson 1**. Complete the course content and click on the *Test – Lesson 1* hyper link.

Course Details
Introduction and Objectives – 2011 Key Safety Content Orientation for Non-Clinical Employees
Estimated Course Length: 2 minutes

Course Overview   Un-enroll

3   Exit Course

1

✓ You have successfully completed this course. You can view your certificate below under the CE Credit Information section as well as from the My Transcript tab. To return to your list of assigned and enrolled courses, click the My Learning tab.

Course Learning Activities

You are enrolled in this course. Click the "Course Overview" link above to review the course description, learning objectives, and all available CE credit prior to beginning the learning activities below. (For CE Credit Information, scroll down.)

Learning Activity	Status	**2** Score	Last Accessed
Introduction and Objectives – 2011 Key Safety Content Orientation for Non-Clinical Employees✱	Completed	0%	10/14/2010 5:30 PM

My   My Transcript   Catalog   HospitalDirect®   My Profile   Site Map

4 Curriculum Details
2011 Key Safety Content Orientation for Non-Clinical Employees

Curriculum Overview   Exit Curriculum

Description:

Welcome to the 2011 Key Safety Content Orientation for Non-Clinical Employees! This course includes eight (8) lessons that provide essential information for all TBHC staff. This annual program is a requirement for Joint Commission Compliance as well as for the provision of proper care and safety for the patients we serve. Please note that CE CREDITS are NOT AWARDED for this course. Before beginning each lesson, please make sure to CLICK on the ENROLL button next to the lesson title. Now that you are ready to get started, please begin with the INTRODUCTION and OBJECTIVES. Do NOT forget to start by clicking on the ENROLL button.

You are enrolled in this curriculum. Click the "Curriculum Overview" link above to review the curriculum description and outline. (For CE Credit Information, click the Course Information link.)

Courses:	Status	Score
Introduction and Objectives – 2011 Key Safety Content Orientation for Non-Clinical Employees	Completed Course Information	0% / 2 PM
Lesson 1: Corporate Compliance Program, HIPAA, and Security of Patient Data and Patient Privacy	**5** Enroll Not Yet Started Course Information	1 PM

Course Learning Activities

You are enrolled in this course. Click the "Course Overview" link above to review the course description, learning objectives, beginning the learning activities below. (For CE Credit Information, scroll down.)

Learning Activity	Status
Lesson 1: Corporate Compliance Program, HIPAA, and Security of Patient Data and Patient Privacy✱	Completed
6 Test – Lesson 1: Corporate Compliance Program, HIPAA, and Security of Patient Data and Patient Privacy✱	Not Yet Started

7

Read carefully each multiple choice and true/false question of the test and select one right answer by clicking on the appropriate **radio button**. Click *Submit* once you complete all test questions.

NOTE: The system will instantly provide your final score. You must answer 80% of the questions correctly to pass the test. If you fail the test, please take it again.

Please make sure to enroll and complete all Lessons and all Tests that have been assigned to you!

Test – Lesson 1: Corporate Compliance Program, HIPAA, and Security of Patient Data and Patient Privacy
Examination Summary
Question 1 of 7
An employee looks up her sister's health information on the TBHC's billing system to see the diagnosis from her last admission.
Answers
○ This is permitted, because her sister is a close family member
○ This is permitted, because the information was on the billing system, not on a clinical system
○ This is permitted, because the sister has already been discharged
○ None of the above

1   Pause   Submit   **2**