

HealthStream is a system that we use to complete computer-based learning courses (CBLs). You will use this system to complete and track the CBLs that have been assigned to you. These CBLs contain important information regarding a number of safety and regulatory topics.

You may complete your CBLs using one of these web browsers: Internet Explorer (version 8 or above) or Google Chrome. While HealthStream should work with all computer operating systems, please be aware that we are not able to provide technical support if you are unable to complete the CBLs on a computer that isn't at a Memorial location. ***Please arrange to complete your CBLs at Memorial if you experience difficulties.***

LOGGING INTO HEALTHSTREAM

1. Go to www.healthstream.com/hlc/mhsil **OR** click the HealthStream quick link on the Memorial Central homepage if using a Memorial computer.
2. Your User ID will normally be your initials followed by last 4 digits of your student ID number. Depending on the information your school submitted, it may be your first/last initials **OR** your first/middle/last initials. For example: John R. Doe with last four digits as 1234 would log in as JRD1234 or JD1234) **Your initial password will be the same as your User ID *** Letters are in ALL CAPS *****
3. Click **Login**.

SETTING UP YOUR ACCOUNT

1. When you log in for the first time, you may be asked to create a new password. Use a password that you can remember but has a combination of letters, numbers or special characters.
2. Enter your new password and then save your changes. You will now log in with your User ID and NEW password.
3. Locate the icon next to your name in the upper right corner and click on the arrow that's on the right side of the icon. Click **Account Settings**.
4. Click inside the **Email Address** field and type your complete email address. This is required if you ever need to reset your password. Click **Save Account Settings**.
5. Click **Manage Password** and enter a reminder for your password. Click Save.
6. Once you've entered your email address and reminder, you're all set!

COMPLETING EDUCATION

Click **To Do** to see CBLs that are **assigned** to you. All CBLs in this list must be completed prior to your clinical rotation. Click "Start" next to the name of the CBL. You do not have to complete the CBLs in a certain order.

2020 Annual Safety Education - HIPAA: Health Insurance Portability and Accountability Act, Privacy and Cybersecurity (CBL-Test Out)

COURSE STATUS: Not Yet Started


Start

Once you click “Start,” you will see the required Learning Activities for the course, which usually consists of a CBL (course content) and a Test. The activities must be completed in order – you can’t take the test without first completing the CBL. Once you’re successfully finished a course, it will move to your **Completed** (transcript) tab.

Click **Start** to begin the first activity.



The CBL will open. Utilize the on-screen buttons to move through the CBL, which may be Prev/Next buttons or arrows on the slide. Once you’ve reached the last slide of the CBL, click the **Exit Lesson** button to finish and return to the **Course Details** page.

Now it’s time to take the Test! Click **Start** next to the Test activity. The test window will now display and will provide information on the test, such as the passing score and number of questions. Click **Start Test** to proceed.

To complete the Test, select the appropriate answer and then click **Next Question** to proceed to the next question. When all questions have been answered, click **Submit** to submit all your answers for grading. **TIP:** Some questions will say “check all that may apply.” *This means that there could be more than one correct answer.*

If you don’t pass, you’ll see the screen below. Scroll through this screen to receive feedback about the questions you missed. Don’t worry – you’ll be able to repeat the test.

Once you’ve passed the test, you’ll see a green banner, like the one below.



Return to your To Do list to complete the remaining CBLs.

Once you have finished all of the CBLs on your list, click the Completed tab. This will show you everything you have completed. Print this transcript if directed to do so by your instructor.