



KENTUCKY PERSONNEL CABINET

KENTUCKY EMPLOYEES' HEALTH PLAN
501 HIGH STREET, 2ND FLOOR
FRANKFORT, KENTUCKY 40601
WWW.KEHP.KY.GOV



IC MEMO 16-13

TO: KEHP Insurance Coordinators (ICs)

FROM: Department of Employee Insurance

RE: Annual Training Requirement

DATE: October 11, 2016

Please be advised that the 2016 training requirement, including HIPAA, is now due. The annual training is required to maintain your KHRIS access. The training must be completed by November 15, or your access could be revoked. The attached documents provide directions on how to log onto the iSTEP training platform. Throughout the training, there are FAQs and Help Me buttons to assist you with navigating through the portal.

If you have questions, believe you should not complete this training, or if you no longer have a KHRIS role, please contact Jennifer.Alvis@ky.gov.