



501 HIGH STREET, 2ND FLOOR  
FRANKFORT, KENTUCKY 40601

DEI Memo 22-12

TO: Insurance Coordinators and Billing Liaisons

FROM: Department of Employee Insurance

RE: Annual Training Requirement (HIPAA)

DATE: November 1, 2022

The Annual Training Requirements for Insurance Coordinators and Billing Liaisons (which includes the HIPAA course) is available as of today in the MyPurpose platform. This is an annual requirement for all ICs and BLs to complete who have security roles within KHRIS for the Kentucky Employees' Health Plan. You are already assigned this course and the due date for completion is November 15, 2022. To access MyPurpose, you will need your KHRIS ID. This is the alpha-numeric ID that you use when accessing KHRIS.

Please click [here](#) to access the **MyPURPOSE** training platform.

**You will log in to MyPURPOSE with your KHRIS ID. If you need to reset your password, or if you are logging in for the first time, you will need to click the forgot/reset password link and follow the steps. Also, please use one of the following browsers: Chrome, Firefox, Safari, or Edge.**

Once you are logged in to **MyPURPOSE**, you will be on the Home screen. Using the tab at the top of the screen, hover on Learning, then click Learner Home. Once that page loads, you will see the trainings that are assigned. The course is called 2022 Annual HIPAA Training Requirement. Please click LAUNCH to access and complete the course. There are 2 sections to the course. It will take approximately 45 minutes to complete the course. We will be notified of your completion automatically. If desired, click on your transcript for verification of completion.

Please contact Jennifer Thompson with any questions at: [Jennifer.thompson@ky.gov](mailto:Jennifer.thompson@ky.gov).