



501 HIGH STREET, 2ND FLOOR
FRANKFORT, KENTUCKY 40601

DEI Memo 20-15

TO: Insurance Coordinators and Human Resource Generalists

FROM: Department of Employee Insurance

RE: Annual Training Requirement (HIPAA)

DATE: October 22, 2020

On Monday, October 26, 2020, the Annual Training Requirements for Insurance Coordinators and Billing Liaisons (which includes the HIPAA course) will be available 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 9, 2020. 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.

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 iSTEP for Non-Personnel Cabinet Users. Please click LAUNCH to access and complete 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.