



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

IC MEMO 17-16

TO: KEHP Insurance Coordinators (ICs)
FROM: Department of Employee Insurance
RE: Annual Training Requirements for Insurance Coordinators (includes HIPAA)
DATE: November 29, 2017

On Thursday, November 30, the Annual Training Requirements for Insurance Coordinators (which includes the HIPAA course) will be available in the KELMS training platform. This is an annual requirement for all Insurance Coordinators to complete who have security roles with KHRIS for the Kentucky Employees' Health Plan.

Please review the tutorial below for an explanation of how to set-up login credentials and access the course.

https://personnel.ky.gov/ODET/KELMS_Login_Tutorial1.pdf

All training must be completed by December 14, 2017.

Please contact Jennifer Alvis with any questions at Jennifer.alvis@ky.gov or 502-564-5656.