

DEI MEMO 25-08

TO: Non-Commonwealth Paid Insurance Coordinators and Billing Liaisons

FROM: Department of Employee Insurance (DEI)

RE: Annual HIPAA Training 2025

DATE: October 31, 2025

The Annual Training Requirements for Insurance Coordinators and Billing Liaisons (which includes the **HIPAA Rules and Compliance and HIPAA Supplement Training**) will be assigned to you shortly 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 will receive a notification from MyPurpose once you are assigned and the course is active. The due date for completion is November 15, 2025. 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 2025 IC Annual HIPAA Training Requirements. 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