



Military Health System (MHS)

Learn Instructions

For Your Information:

- MHS Learn is the Web-based tool that the Military Health System (MHS) uses to train the workforce. For Defense Health Agency (DHA) employees, MHS Learn is used to manage, deliver, and track the required privacy and health information security training.
- This training is required and mandated for all DHA employees; including contractors, students, and volunteers.
- Training is offered via three (3) job specific categories assigned by specified HIPAA job roles. Learners are assigned one of three job-specific courses (Clinical, Operations, or Senior Manager) based on their specified HIPAA role. Training includes the Privacy Act and HIPAA core training, a job-specific training, and an exam. Completion of training satisfies the annual requirements of both Acts.

Required Privacy Act and HIPAA Training Courses for All Employees

Privacy Act and HIPAA Training for Clinical Staff

This is job-specific training that defines the roles of the Clinical staff in protecting personally identifiable information (PII) and protected health information (PHI). Initial training is offered to all new personnel of the MHS who have not taken a HIPAA course on MHS Learn. Annual refresher training is assigned during the birth month to those who have completed initial training.

Privacy Act and HIPAA Training for Operations Staff

This is job-specific training that defines the roles of Operations staff in protecting PII and PHI. Initial and refresher training are both offered for this job-specific course.

Privacy Act and HIPAA Training for Senior Managers

This is job-specific training that defines the roles of Senior Managers in protecting PII and PHI. Initial and refresher training are both offered for this job-specific course.

Current Job Position	Assigned Training Group	Assigned Training
Ancillary Clinical	Clinical Staff	Privacy Act and HIPAA for Clinical Staff
Patient Services		
Medical Records		
Nursing		
Provider		
Operations and Finance	Operations Staff	Privacy Act and HIPAA for Operations Staff
Support Services		
Information Systems		
Senior Management	Senior Management	Privacy Act and HIPAA for Senior Managers

What You Must Do:

Registered Learners:

Step 1 – Open the **MHS Learning Portal** at <https://mhslearn.csd.disa.mil>

Step 2 – Select **MHS Staff Training** link at the top of the page

Step 3 – Click **LOGIN**

Step 4 – Click on the green **CAC Access** icon if you logged in using your CAC. Otherwise, click on **If you don't have a CAC, click here**

Step 5 – Enter **Username** (email format) and **Password** in the appropriate fields and then click **Login**

Self-Register:

New learners to MHS Learn will need to self-register to create an MHS Learn account.

Step 1 – Open the **MHS Learning Portal** at <https://mhslearn.csd.disa.mil>

Step 2 – Select **MHS Staff Training** link at the top of the page

Step 3 – Click **LOGIN**

Step 4 – Click on the green **CAC Access** icon if you logged in using your CAC. Otherwise, click on **If you don't have a CAC, click here**

Step 5 – Select **Click here to register** link

Step 6 – Complete all **required fields**: First Name, Last Name, E-mail, Telephone, Birth Month, Social Security number, Service/Agency, Military Treatment Facility/Location, Duty Status, and HIPAA Job Position, HIPAA Job Domain, Job Role, Username, Password. Find the closest job position to your assigned job. Do not leave the HIPAA Job Position field blank or select **Not Applicable**. This is a critical field that determines mapping to the appropriate course. If you need help, ask your supervisor.

Step 7 – Go to MHS Learn's **My Learning** page. This is the page that you will land on when you log on. Find the list of required Privacy Act and HIPAA courses that relate to your specific job position.

Step 8 – Complete all required Privacy Act courses to get credit

Step 9 – Print and retain your **Certificate of Completion**. Follow the instructions specified in MHS Learn, upon completion of the course

Step 10 – To transfer your records to another MHS agency or Military Treatment Facility (MTF), forward your certificate of completion to the receiving Privacy Officer

Step 11 – You will receive a reminder e-mail before and/or during your birth month for completion of the Privacy Act and HIPAA Refresher Course.

Step 12 – Complete the annual refresher course **within 30 days**

Contacts for Help

MHS Learn Help Desk: Phone: (800) 600-9332

E-mail: mhssc@tma.osd.mil (For technical questions)

MHS Learn Frequently Asked Questions (FAQ's) are available at:

https://mhslearn.csd.disa.mil/ilearning/content_server/TIPS/FAQ/faq.htm

Privacy Act and HIPAA training status on MHS Learn:

E-mail: PrivacyTraining@tma.osd.mil