

Your One-Stop Shop for Privacy and Security Training



OntarioMD supports physician practices that have chosen a certified electronic medical record (EMR) system to manage patient information, providing them with valuable education, tools and tips to ensure they have the safeguards in place to protect Personal Health Information (PHI) and information about their practices.

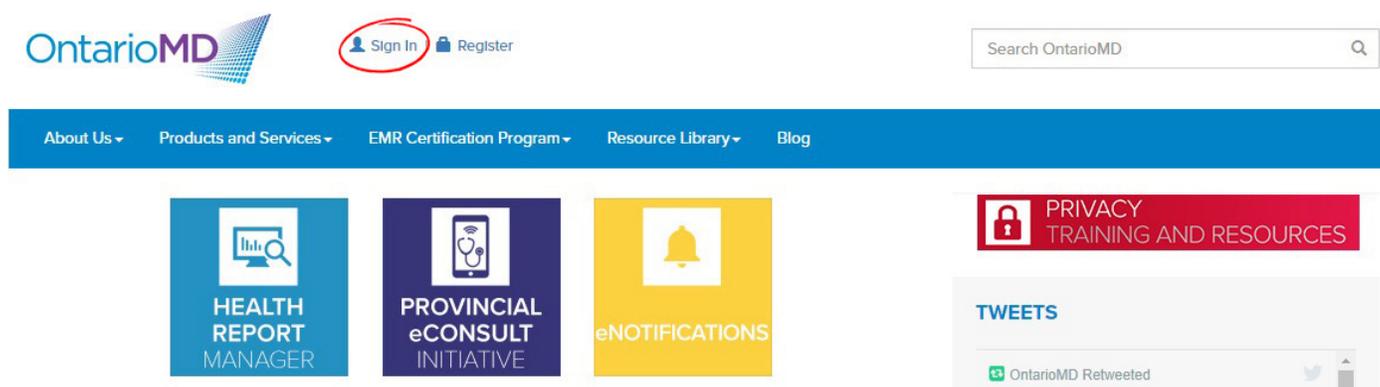
The OntarioMD Privacy and Security Training Module covers topics such as safeguarding PHI and other personal confidential data from breaches and cyberattacks, and how to comply with obligations under *Ontario's Personal Health Information Protection Act* (PHIPA).

The Privacy and Security Training Module was developed with input, and with the support of, the College of Physicians and Surgeons (CPSO), the Canadian Medical Protective Association (CMPA), the Ontario Medical Association (OMA) and eHealth Ontario. The Privacy and Security Module has been certified as a Self-Learning Program by the College of Family Physicians of Canada for up to two Mainpro+ credits for family physicians.

Under PHIPA, physicians are health information custodians (HICs). As a HIC, you are accountable for PHI that you use and access, and must understand your legal obligations under the Act. You must be familiar with safeguards you should implement to protect PHI, and ensure you comply with the legislation. You must also ensure that clinic staff who access PHI also understand these obligations under PHIPA.

Accessing the OntarioMD Privacy and Security Training Module

The OntarioMD Privacy and Security Training Module is available at OntarioMD.ca, and can be accessed from any device that connects to the Internet. You'll also need a user account for the website. If you are already registered for OntarioMD.ca, simply click on **Sign In** at the top of your screen and log in with your email and password.



To register for OntarioMD.ca, please click on **Register** at the top of your screen and follow the instructions. Each individual user must use their own email address to log onto the online training module.

Note that practice staff cannot register for an account; physicians who are registered for OntarioMD.ca can create sponsored accounts for each staff member who should complete the training.



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Sponsor	Sponsored User	Email	Role	HCV Access	SAM
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To create a sponsored account:

1. Sign in to OntarioMD.ca with your username and password
2. Go to My Profile
3. Click on the Invite User button
4. Enter information about the person being sponsored, check any appropriate boxes and click the Send Invitation button. The information for the new sponsored user will be validated by the method you select (phone or SMS message).

Sponsored users will then receive an email that will include a link to accept the invitation, and let the sponsored user know that their identity will be verified by a phone call or SMS text message. Clicking the invite acceptance link in the email will take the user to a verification page. Once the sponsored user's identity has been verified, they can create their profile on OntarioMD.ca. They will then receive a welcome email with instructions on how to set a password. After this final step has been completed, the sponsored user can log in and begin the online privacy and security training.

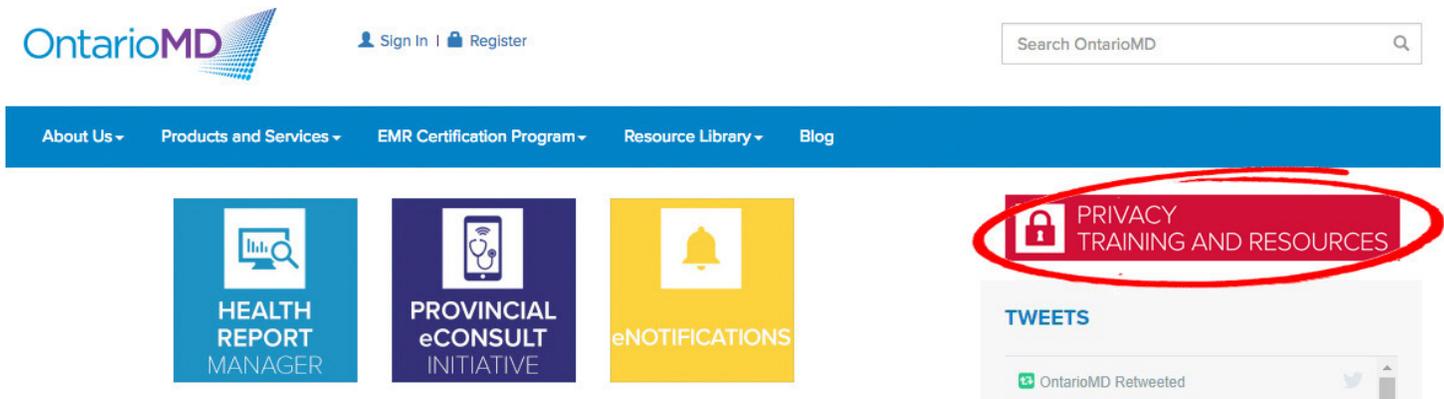
Once you have registered for OntarioMD.ca, sign in by clicking the Sign in link at the top of your screen. Then click the red Privacy Training and Resources button on the top right of your screen. You will be taken to a landing page from where you can launch the training module.

While you are in the module, you will see a Help link at the top right of each screen, which you can click at any point for assistance. You will also see references/links to resources that supplement the module.

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Additional Tools and Resources



The screenshot shows the OntarioMD website interface. At the top left is the OntarioMD logo. To its right are links for 'Sign In' and 'Register'. A search bar labeled 'Search OntarioMD' is on the right. Below this is a blue navigation bar with links: 'About Us', 'Products and Services', 'EMR Certification Program', 'Resource Library', and 'Blog'. Below the navigation bar are three resource tiles: 'HEALTH REPORT MANAGER' (blue), 'PROVINCIAL eCONSULT INITIATIVE' (dark blue), and 'eNOTIFICATIONS' (yellow). To the right of these tiles is a red banner with a white padlock icon and the text 'PRIVACY TRAINING AND RESOURCES', which is circled in red. Below the banner is a 'TWEETS' section showing a tweet from OntarioMD.

If you complete the module and want more information on privacy and security best practices, you'll find additional resources at OntarioMD.ca on topics such as HIC obligations, ransomware and the privacy guide that includes best practices and how to implement them in your office. You can also contact your OntarioMD Practice Advisor, email privacy.training@ontariomd.com or call OntarioMD at **1-866-339-1233**.