



### Your One-Stop Shop for Privacy and Security Training

OntarioMD (OMD) is committed to training physicians and their staff to facilitate their use of health care technology in an increasingly digital world. OMD understands different practice types and seeks opportunities to help physician practices realize the benefits of technology to address their personal needs and goals.

As health information custodians (HICs) under the Personal Health Information Protection Act (PHIPA), physicians must keep up-to-date on this privacy legislation and educate themselves and their staff on how to fulfill their obligations to protect personal health information (PHI) on an ongoing basis. OMD has developed privacy and security training and resources to meet this ongoing need. The training (with trackable attestation) is available to Ontario physicians, other clinicians, and their delegates.

The OMD Privacy and Security Training Module covers topics such as safeguarding PHI from breaches and security incidents, how to comply with obligations under PHIPA and many other privacy and security concepts. The module has been complemented by new content on virtual care in the OMD Virtual Care Privacy and Security Training Module. This new module provides comprehensive privacy and security training for primary care clinicians to deliver virtual care. It covers compliance with PHIPA and the Personal Information Protection and Electronic Documents Act (PIPEDA), consent requirements and privacy policies in the context of virtual care. Users receive a completion certificate at the end of the Training Module. This module is approved for Continuing Medical Education (CME) Credits and credit(s) under the Royal College Maintenance of Certification (MOC) Program.

### Accessing the OntarioMD Privacy and Security Training Module

#### Non-Physician Clinicians and Practice Staff

Non-physicians (i.e., clinicians and allied health professionals) can create a Privacy and Security Training specific account to access and complete the module. This option is intended for non-physicians who do not have an OntarioMD.ca account.

**NB:** The Privacy and Security Training Module specific account does not provide access to OntarioMD.ca.

#### Support

For assistance with the account creation process please contact:

##### OMD Support

Toll-free: **1-866-744-8668**

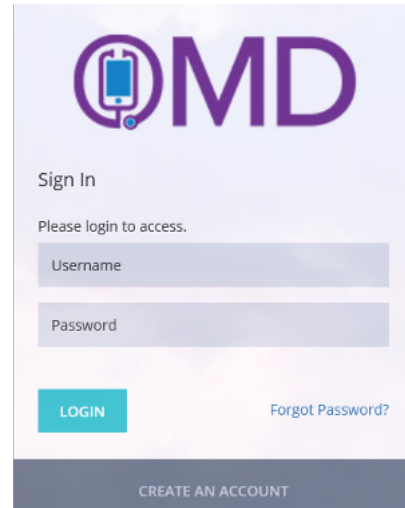
Email: [privacy.training@ontariomd.com](mailto:privacy.training@ontariomd.com)

Monday to Friday, 9:00am to 5:00pm

## Account Creation Process

### Create an Account

Click **Create an Account** to begin.

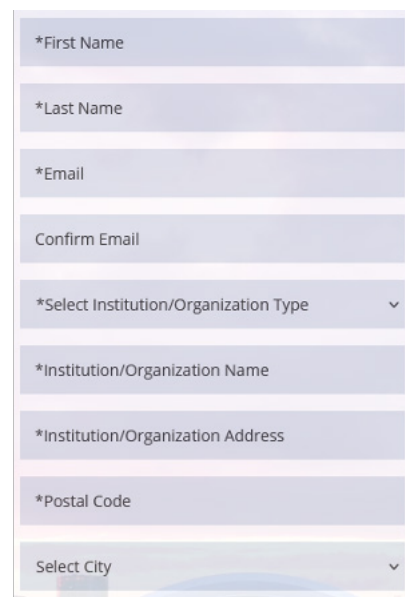


The screenshot shows the OntarioMD Sign In page. At the top is the OntarioMD logo. Below it is the text "Sign In" and "Please login to access." There are two input fields: "Username" and "Password". Below these fields are two buttons: a teal "LOGIN" button and a "Forgot Password?" link. At the bottom of the page is a dark grey bar with the text "CREATE AN ACCOUNT" in white.

### Complete the Form

Complete the account creation form.

**NB:** \*Asterisks indicate a required field.



The screenshot shows the account creation form. It consists of several input fields, each with an asterisk indicating it is required: "\*First Name", "\*Last Name", "\*Email", "Confirm Email", "\*Select Institution/Organization Type" (a dropdown menu), "\*Institution/Organization Name", "\*Institution/Organization Address", "\*Postal Code", and "Select City" (a dropdown menu).

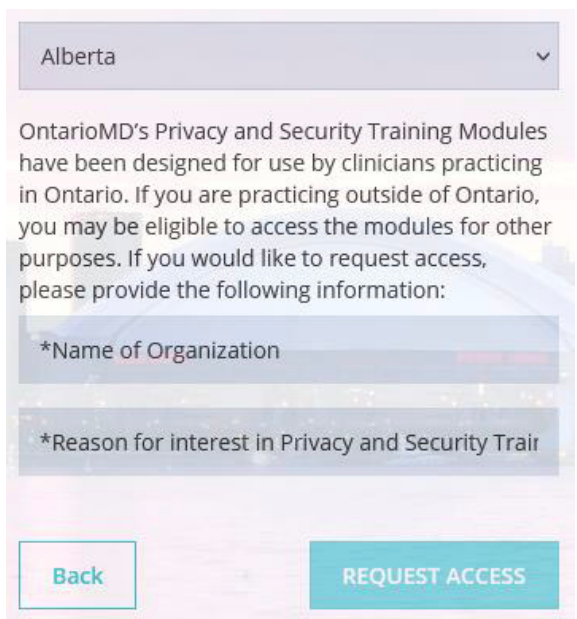
### Provincial Eligibility

Individuals residing outside Ontario are not automatically eligible to access the Privacy and Security Training Module.

An access request may be submitted via the account creation form.

Complete the required fields and click **Request Access**.

An email confirming submission of this access request will be sent to you.



The screenshot shows the Provincial Eligibility section of the account creation form. It starts with a dropdown menu set to "Alberta". Below this is a paragraph of text: "OntarioMD's Privacy and Security Training Modules have been designed for use by clinicians practicing in Ontario. If you are practicing outside of Ontario, you may be eligible to access the modules for other purposes. If you would like to request access, please provide the following information:". There are two input fields: "\*Name of Organization" and "\*Reason for interest in Privacy and Security Trair". At the bottom are two buttons: a teal "Back" button and a teal "REQUEST ACCESS" button.

## Role Eligibility Allied Health Professionals

The Privacy and Security Training Module is intended for physicians, clinicians, and allied health professionals.

If you are an allied health professional, please select the job title that best that matches your role.

The **Job Title** field contains an “Other” option where you may specify your role, if not listed.

Create your password.


Accept the Terms and Conditions.


Click **Submit**.

You will automatically be signed into the Privacy and Security Training Module.

An email confirming creation of this account will be sent to you.

Are you an Allied Health Professional?

Yes 

Select Job Title 

\*Password

Re-type Your Password

The OntarioMD Privacy and Security Training Modules (“the Modules”) are online courses for health care providers and their authorized employees/agents. The Modules acknowledge and respond to the evolving requirements and complexities of health care privacy and security. The Modules are hosted by a third-party platform in Canada.

By providing personal information to OntarioMD, you consent to our collection, use or disclosure of personal information in accordance with the [OntarioMD Privacy Policy](#) and additional disclosure requirements included here, and otherwise as permitted or required by applicable laws and ethical business practices.

[Back](#) [SUBMIT](#)

## Role Eligibility

### Non-Allied Health Professionals

The Privacy and Security Training Module is intended for physicians, clinicians, and allied health professionals.

If you are not an allied health professional but work in a clinical setting, please provide complete the mandatory fields to proceed with account creation.

Lead physician name and CPSO number may be employed to audit the veracity of employment claims.

The **Job Title** field contains an “Other” option where you may specify your role, if not listed.

Create your password.

Accept the Terms and Conditions.

Click **Submit**.

You will automatically be signed into the Privacy and Security Training Module.

An email confirming creation of this account will be sent to you.

The screenshot shows a web form for account creation. It starts with a question: "Are you an Allied Health Professional?" with a dropdown menu set to "No". Below that is another question: "Do you work with a clinic?" with a dropdown menu set to "Yes". The form then has several required fields: "\*Clinic's Lead Physician", "\*CPSO Number", "Select Job Title" (dropdown), "\*Password", and "Re-type Your Password". At the bottom, there is a checkbox for terms and conditions, followed by a paragraph of text explaining the Privacy and Security Training Modules and a consent statement. At the very bottom, there are two buttons: "Back" and "SUBMIT".

Are you an Allied Health Professional?

No

Do you work with a clinic?

Yes

\*Clinic's Lead Physician

\*CPSO Number

Select Job Title

\*Password

Re-type Your Password

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Back SUBMIT

## Role Eligibility Non-Allied Health Professionals

The Privacy and Security Training Module is intended for physicians, clinicians, and allied health professionals.

If you are not an allied health professional and do not work in a clinical setting, you may submit an access request to inquire about your eligibility to complete the Privacy and Security Training Module.

Complete the mandatory fields and click **Request Access**.

An email confirming submission of this access request will be sent to you.

The screenshot shows a web form with the following elements:

- Question: "Are you an Allied Health Professional?" with a dropdown menu showing "No".
- Question: "Do you work with a clinic?" with a dropdown menu showing "No".
- Text: "OntarioMD's Privacy and Security Training Modules have been designed for use by clinicians practicing in Ontario. If you are practicing outside of Ontario, you may be eligible to access the modules for other purposes. If you would like to request access, please provide the following information:"
- Text input field: "\*Name of Organization"
- Text input field: "\*Reason for interest in Privacy and Security Trair"
- Buttons: "Back" and "REQUEST ACCESS"

OntarioMD.ca

