

Quick Reference



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

The OntarioMD Privacy and Security Training Module is available at OntarioMD.ca and can be accessed from any device that connects to the Internet. To access the module, please follow these steps based on your user type.

Registered OntarioMD.ca Users Physicians and Sponsored Account Users

- 1. If you have an OntarioMD.ca portal account, you can:
 - a. Click Launch Privacy and Security Training Now icon on the Privacy and Security page.



b. Or click Sign In at the top of any OntarioMD.ca webpage.







2. Use the links to retrieve forgotten passwords and email addresses.



Forgot Password Forgot Email Address

3. Once signed in, click the **Privacy and Security Training and Resources** icon on the homepage to launch the module.

OntarioMD.ca Self Serve







4. See the OntarioMD.ca Portal User Guide for account creation help or contact:

OMD Support

Toll-free: 1-866-744-8668

Email: privacy.training@ontariomd.com Monday to Friday, 9:00am to 5:00pm

Non-Registered Users

Physicians

- 1. Physicians can create an OntarioMD.ca account by:
 - a. Clicking the Register Now icon on the Privacy and Security webpage.



b. Or by clicking **Register** at the of any OntarioMD.ca webpage.





2. OMA number and date of birth are required to verify physician status and grant access to the site.





- 3. Follow the instructions to create your password.
- 4. Once signed in, click the **Privacy and Security Training and Resources** icon on the homepage to launch the module.

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Other Clinicians and Practice Staff Users

Allied Health Professionals and Clinic Staff

Other clinicians and practice staff users 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.

- 1. See the <u>Privacy and Security Module Specific Account Quick Reference Guide</u> for more information about account eligibility and the creation process.
- 2. When you are ready to create your account, click the **Create a Clinician/Practice Staff User Account** icon on the Privacy and Security webpage.



Support

The OMD Support Team is available to assist anyone seeking access to the Privacy and Security Training Module.

Please direct any account-related questions or support requests to: **OMD Support**

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OntarioMD.ca











