

How to access the Staff Training - PHI Disclosure Due to Risk of Serious Harm

The mandatory training video can be found on StaffNet.

- 1. Open StaffNet
- 2. Click on the "Education & Training" heading
- 3. On the left hand side, find the title "PHI Disclosure Due to Risk of Serious Harm" and click on it.
 - Alternatively, you may hover your mouse over "Education & Training" header, then locate "PHI Disclosure Due to Risk of Serious Harm" in the drop down the menu and select it from there.



4. Click on "Staff Training" (located towards the bottom of the screen), this link will take you to the training page with the video.



5. Ensure that you have the volume turned on or have earbuds available to hear the audio with the video. Press play and watch the video.



- 6. After watching the video, click on the relevant link to complete the form that confirms you have completed the training.**
 - ** Please note, you will need your employee number (EE ID).