

HIPAA Compliant Zoom

How to Access and Login to HIPAA Compliant Zoom

Prerequisites

1. An active NetID and current Blue password are required.
2. Specific need for a HIPAA Compliant Zoom account. (Necessary for online meetings or conferences only when personal health information (PHI) needs to be protected.)

Background

- Who is this for?
 - This is only recommended for users who are **required** to use HIPAA compliant software for web conferencing. This may include, but is not limited to, people in Student Health and Counseling, our researchers and our clinics.
 - If you have questions about whether you should use HIPAA compliant zoom, please ask privacy@creighton.edu
- Who is this **not** for?
 - The normal Zoom user does not need to use HIPAA Compliant Zoom. Most users are **not required** to use HIPAA compliant software. If you are **not** required to, *please do not switch*.
 - It is not necessary for most Health Sciences education directed at our students.
 - It is not necessary for research where there is not patient or other confidential data.
 - It is not necessary for calls that do not involve information about individual patients.
- What are the differences between HIPAA Compliant Zoom and the normal Zoom?
 - Cloud Recordings are disabled in HIPAA Compliant Zoom (recordings must be saved locally). The locally saved recording should be considered PHI and be saved in a secure folder on your machine.
 - If your Zoom session connects to a teleconferencing bridge, that bridge must be encrypted.
 - For a complete list of features, please check Zoom's HIPAA page: <https://support.zoom.us/hc/en-us/articles/207652183-HIPAA-Business-Associate-Agreement-BAA->
- Can I have both a normal Zoom account and a HIPAA compliant Zoom account?
 - You can switch between the two, but unfortunately it is not possible to have both accounts active at the same time. The process to switch is time consuming, so we don't recommend switching back and forth unless there is a specific need.
 - If you schedule a meeting in one instance of Zoom and move to the other instance of Zoom and schedule a meeting for the same time as the one in the previous instance, only one meeting will take place on Zoom. The meeting that is first joined by either a host or a participant is the meeting that will take place.
- If I am the organizer or host of a meeting, am I the only one that needs to be a HIPAA Zoom licensee?

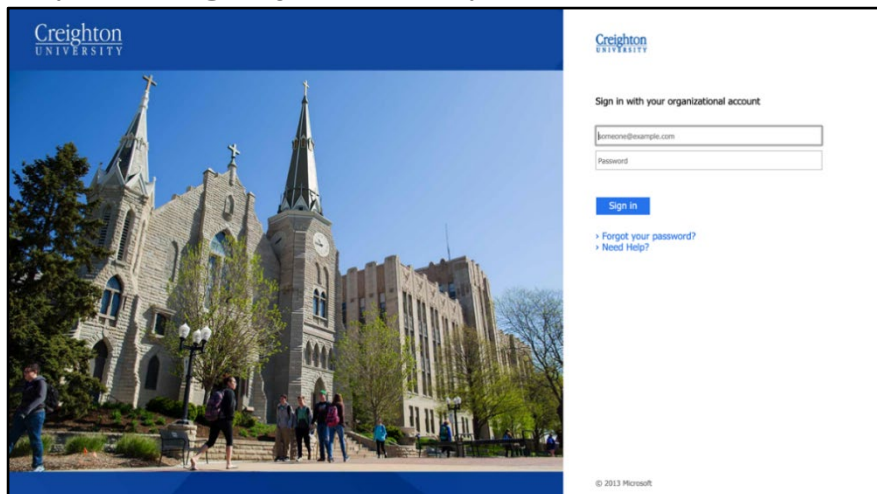
- Yes, meeting participants do NOT need a HIPAA account. In fact, they do not need any kind of Zoom license.

How to

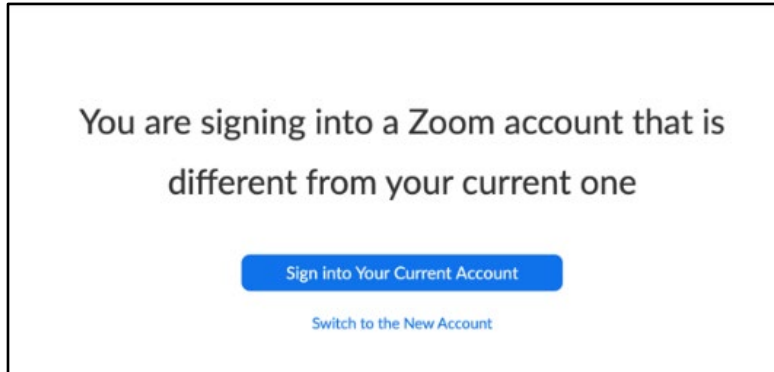
1. Go to <https://creightonhipaa.zoom.us>
2. Click the **Login** button.



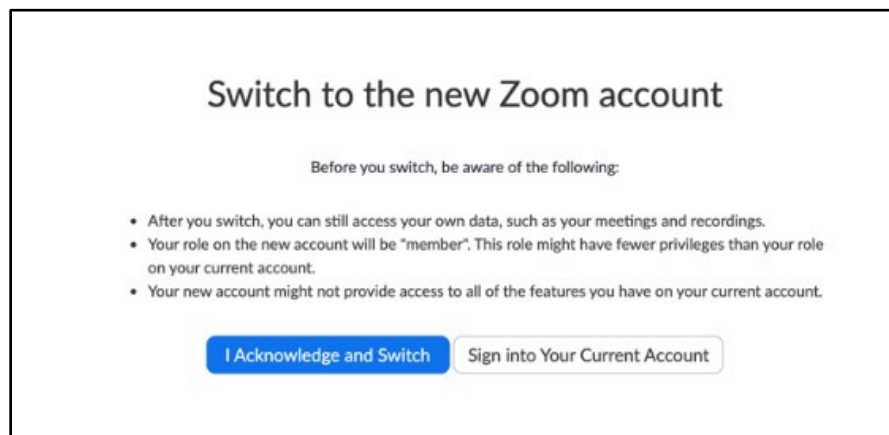
3. Enter your NetID@creighton.edu and your Blue Password.



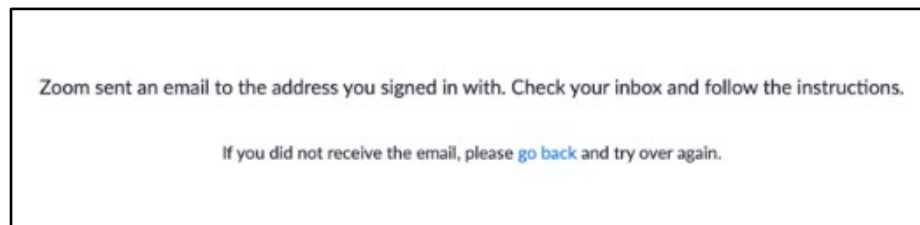
4. Click **Switch to the New Account**.



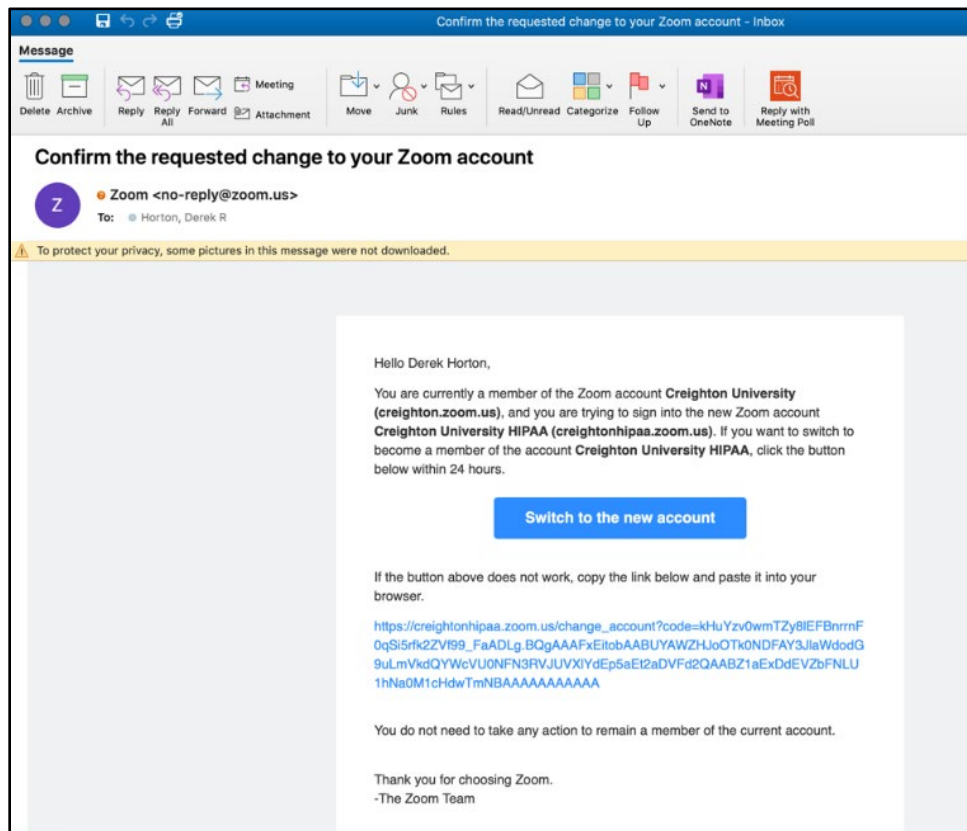
5. Click **I Acknowledge and Switch**.



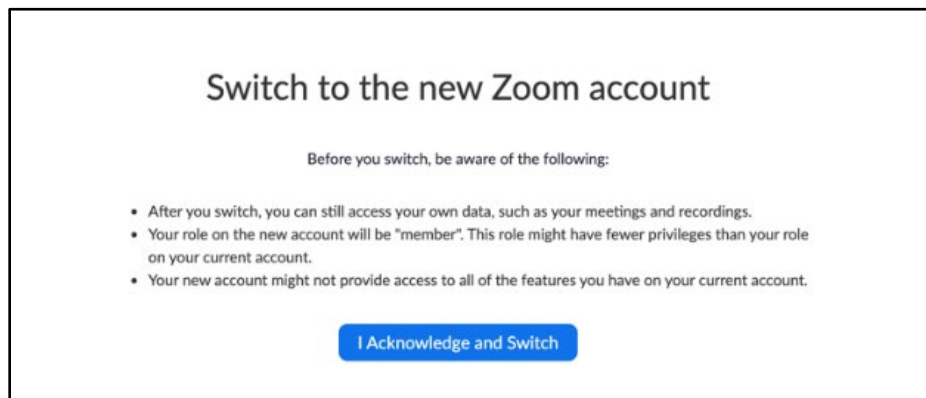
6. An email is sent to your Creighton account.



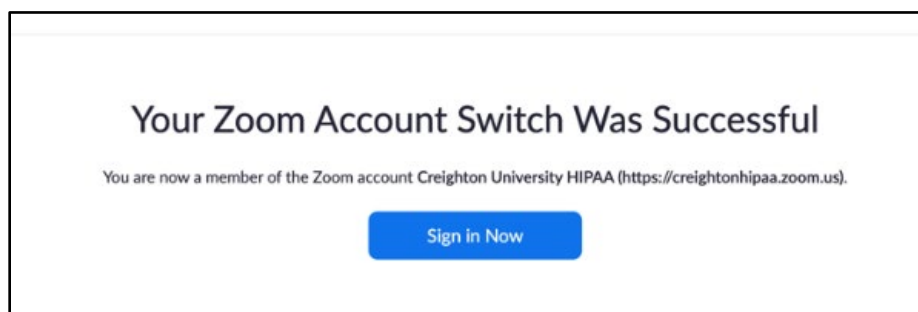
7. Open the email that was sent to your account and click **Switch to the new account**.



8. Next click **I Acknowledge and Switch**.



9. Click **Sign in Now**.



You are now switched to the HIPAA compliant Zoom.

Further Resources:

Zoom's HIPAA page – <https://support.zoom.us/hc/en-us/articles/207652183-HIPAA-Business-Associate-Agreement-BAA->

Zoom for Healthcare handout – <https://zoom.us/docs/doc/Zoom%20for%20Healthcare.pdf>

Zoom HIPAA Compliance Guide – <https://zoom.us/docs/doc/Zoom%20for%20Healthcare.pdf>