Use job codes to label roles (RN, CNA, MD…)

Create job codes, give employees one or more, and import codes in bulk.

For: Administrators, Managers · Updated November 21, 2026 · https://hipaacertify.com/index.php/support/article/job-codes

Job codes label employees by role, for example RN, CNA, MD or ADMIN. An employee can have several. Job codes appear in your reports and audit export, so an auditor can see who in each role completed training.

> **NOTE**
> Job codes are labels only. Assigning training to a job code doesn't assign it to anyone. Assign training to people or departments as usual.

Create a job code

1. Click **Job Codes** in the sidebar, then **Add Job Code**.
2. Enter a **Code** (up to 50 characters, saved in capitals) and a **Title**, for example `RN` and `Registered Nurse`. A **Description** and **Category** are optional.
3. Leave **Active** on and click **Create Job Code**.

Import many job codes

1. On **Job Codes**, click **Download Template**.
2. Fill in `code` and `title`. `description` and `category` are optional.
3. Click **Import CSV**, choose the file and click **Preview Import**.
4. For codes that already exist, choose **Skip** or **Update**, then click **Confirm Import**.

Give employees job codes

- On the employee's **Edit** page, check the job codes that apply.
- Or include a `job_codes` column in your employee CSV, separating several with `|`.

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Retire a job code

Turn off **Active** to stop using it for new employees. A code can only be deleted when no employees have it.

Need more help? Visit https://hipaacertify.com/index.php/support or contact us at https://hipaacertify.com/index.php/contact.

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