
Help Center / Managers & administrators

The weekly compliance email

What's in the Monday "Weekly HIPAA Compliance Report" and who receives it.

For: Administrators, Managers · Updated October 27, 2026 · <https://hipaacertify.com/support/article/weekly-compliance-digest>

Every Monday morning, the account owner and every active manager get an email titled **Weekly HIPAA Compliance Report - [your organization]**. It's sent to organizations that have at least one active employee.

What it includes

- active employees, total assignments, completed, in progress and overdue
- **Overall Compliance Rate**: completed assignments as a percentage of all assignments
- **Employees with Overdue Training** (up to 5)
- **Recent Completions** from the past week (up to 5)
- a [View Full Report →](#) button that opens your dashboard

NOTE

The email's compliance rate counts **assignments**. Your dashboard's rate counts **employees** who have finished everything. The two numbers can differ. See [Understanding your dashboard numbers](#).

There's no setting to turn the weekly email off. If someone shouldn't receive it, remove them as a manager, or [contact support](#).

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