The weekly compliance email

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

For: Administrators, Managers · Updated November 17, 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.

Downloaded Nov 17, 2026 — check the link above for the latest version.