



# HIPAA Associates

Your best choice for HIPAA Compliance

**Create a HIPAA Compliance Plan**





## Create a HIPAA Compliance Plan

HIPAA Associates is prepared to create a compliance plan for your organization. We will assist in crafting a plan that meets all the requirements of the HIPAA Privacy and Security Rules (HIPAA Rules).

As a model for a good compliance plan, we follow the **Seven Fundamental Elements of an Effective Compliance Program** guidance recommended by the OIG that we adapted for a HIPAA compliance program. The seven elements of a compliance program are the core elements that HIPAA covered entities must have in place to address the HIPAA Rules.

### **HIPAA Associates – Eight Fundamental Elements:**

#### **1. Implement written policies, procedures and standards of conduct.**

Policies and procedures establish rules that help all members of the workforce (employees, student, and volunteers) carry out their roles to ensure compliance with the federal requirements. An organization must create the policies and procedures necessary to satisfy the requirements of the HIPAA Rules.

We offer **HIPAA Privacy & Security Policy templates** which are ready for implementation. They include all the important forms necessary for a covered entity or business associate.

Key elements:

- Privacy Policies
- Security Policies
- Administrative Safeguards
- Physical Safeguards
- Technical Safeguards



## 2. Designate a compliance officer and compliance committee.

The **Privacy Officer** is responsible for oversight and monitoring of the Privacy program. The **Security Officer** is responsible for oversight and monitoring of the Security program.

**We will help train your Privacy Officer.** Your Privacy Officer will receive HIPAA compliance or business associate training based on the your organizational needs. In addition, they will also receive HIPAA Security training. This is provided at no cost when you purchase the privacy and security policy templates.

Features:

- Designate a compliance officer
- Create a compliance committee

## 3. Conduct effective training and education.

All members of a covered entity's workforce must receive HIPAA training and periodic updates on the regulations. This is a Privacy Rule requirement.

**HIPAA Compliance Training** for your staff can take place through our online platform. The pricing is based on the size of your group. We also offer specific training for IT and HIM staff.

To remain compliant, regular reviews of the organizations HIPAA compliance and the compliance plan are expected by the Office for Civil Rights. HIPAA Associates is available to assist you with this important process.

What you must do:

- Provide HIPAA Privacy training for your organization.
- Conduct a regular review of HIPAA compliance and your plan.



#### 4. Perform a Risk Assessment of the organization.

The Health Insurance Portability and Accountability Act (HIPAA) Security Rule requires that covered entities and its business associates conduct a risk assessment of their healthcare organization. A risk assessment helps your organization ensure it is compliant with HIPAA's administrative, physical, and technical safeguards. A risk assessment also helps reveal areas where your organization's protected health information (PHI) could be at risk.

**This element is covered in the HIPAA Privacy & Security Policy templates.**

What you must do:

- [Perform a Risk Assessment using the Security Risk Assessment tool](#) provided by the Office of the National Coordinator for Health Information Technology (ONC), in collaboration with the HHS Office for Civil Rights (OCR).

#### 5. Develop effective lines of communication.

Workforce members must have avenues available to them for reporting concerns internally. An organization should have multiple reporting methods such as to the Privacy or Security Officer or designee and an anonymous hotline or mailbox. All organizations must take reports seriously, and conduct a thorough follow-up on each report.

This requirement will be satisfied with carefully written policies as those provided by HIPAA Associates. **Our policy templates covers this important aspect of the compliance plan.**

Important Points:

- Ensure the Privacy and Security Officer or designee is available to all employees for complaints.
- Establish a process for receipt of anonymous complaints.

#### 6. Conduct internal monitoring and auditing.



A well-functioning program will have an ongoing process that evaluates and assesses compliance with the organizations HIPAA policies to detect instances of non-compliance. This will also help to ensure effectiveness of the plan.

**Our policies and procedure templates cover this important part of the compliance plan.**

Key Elements:

- Perform a regular audit of compliance based on identified areas of risk.
- Periodically monitor compliance with policies and procedures.

**7. Enforce standards of conduct through well-publicized disciplinary guidelines.**

It is important that an organization have well published standards of conduct. The Privacy Rule requires sanctions for violations. A policy must outline an organization's rules, responsibilities, proper practices, and/or expectations of its employees. The HIPAA policies should clearly state the implications and penalties for violating the organizations policies.

**This element is covered in the HIPAA Privacy & Security Policy templates.**

Key Points:

- Establish disciplinary policy to address violations of the HIPAA Rules and make sure employees are aware of the policy.

**8. Respond promptly to detected offenses and undertake corrective action.**

It is imperative for an organization to ensure timely and effective remedial action for offenses. Lack of a response may create additional exposure for the organization. The types of disciplinary actions may be based on the type of offense and include reeducation up to termination.



**This element is covered in the HIPAA Privacy & Security Policy templates.**

Key Points:

- Maintain a record of all remedial action for offenses.
- Review disciplinary guidelines annually.

**Get started with your HIPAA Compliance Plan today.**

By purchasing our HIPAA Privacy & Security Policy templates your organization will be able to create a full HIPAA compliance plan that satisfies the requirements of the HIPAA Rules. The seven elements of a functional HIPAA compliance plan are covered by the policy templates or through the services of HIPAA Associates.

**Our Pricing - HIPAA Policy Templates:**

Privacy Policy Template: \$700.00

Security Policy Template: \$700.00

**A cost-effective way to create a HIPAA Compliance Plan on a budget.** Privacy and Security Officer training is included in the purchase.

**HIPAA Group Training:**

Our compliance courses: Compliance, Compliance in Spanish, HIM and Business Associates

Priced at \$29.95 each.

Groups receive a discount of 10% (10-20 staff) to 15% (20 or more).



## **HIPAA Consulting and Guidance:**

Hourly rates for our HIPAA legal professional are \$250.00

## **Timeline:**

If you purchase Template HIPAA policies, you will receive them upon order. Consulting services begin at the time you sign an Engagement Letter that outlines the services you have requested, such as assistance with your HIPAA plan, policies or any HIPAA related matter.

We hope this information is helpful in making your decision. We look forward to working with you in the future.

If you have further questions on what HIPAA requires, please visit our [Resource page](#).

## **Contact us with your questions:**

[Support@hipaa-associates.org](mailto:Support@hipaa-associates.org)

[HIPAA-associates.org](http://HIPAA-associates.org)

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