

# **HIPAANow!**



- Saves time and money
- Used by thousands of practices
- The easiest and quickest way to HIPAA compliance
- Cuts hundreds of hours from your HIPAA compliance efforts

# Are you ready for HIPAA?

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- ❶ Do you know that patients have the right to amend and restrict access to their records and that you will need to track these activities?
- ❷ Do you have the more than 60 written policies, procedures and forms required for the privacy and security of patient information?
- ❸ Do you know if your clearinghouse or billing service is prepared to transmit properly formatted electronic claims to Medicare no later than October 16, 2003?
- ❹ Will you have signed contracts with all your business associates by April 2003?
- ❺ Do you know that you will have to post a Notice of Privacy Practices in a public place, hand a copy to each of your patients, and maintain a signed acknowledgement that they received it?
- ❻ Are you aware that you are required to comply with the HIPAA Privacy regulations by April 14, 2003?

# What is HIPAA?

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HIPAA is the Health Insurance Portability and Accountability Act of 1996. It covers electronic health care transactions, and the privacy and the security of patient information.

The HIPAA Transaction and Privacy regulations require health care provider compliance in 2003. HIPAA was enacted in 1996 to give employees the ability to make their company health insurance portable. Over the years, it has evolved to include the following standards:

- Formats for the electronic transmission of patient information
- Processes for protecting the privacy of patient information
- Processes for ensuring the security of patient information

**The laws are complex and difficult to understand. We estimate it can take a small to medium size practice between 500-1000 hours to develop, complete and implement a compliance plan on its own. HIPAANow! will help you reach compliance in less than 1/10th that time!**

# THE HIPAANow! TOOLKIT ...



## **A complete solution.**

HIPAANow! incorporates all the tasks necessary for compliance with the Transaction, Privacy and Security requirements.

## **Written in everyday language.**

Anyone in your practice can quickly begin implementing the compliance plan.

## **Just follow the steps!**

The HIPAANow! program tells exactly you what you have to do in a step-by-step way that saves you time, effort and money.

## **Copy, don't compose!**

HIPAANow! includes more than 60 templates of policies, procedures, and forms for all HIPAA requirements such as the Notice of Privacy Practices, Authorizations, Business Associate Agreements, Job Descriptions and more.

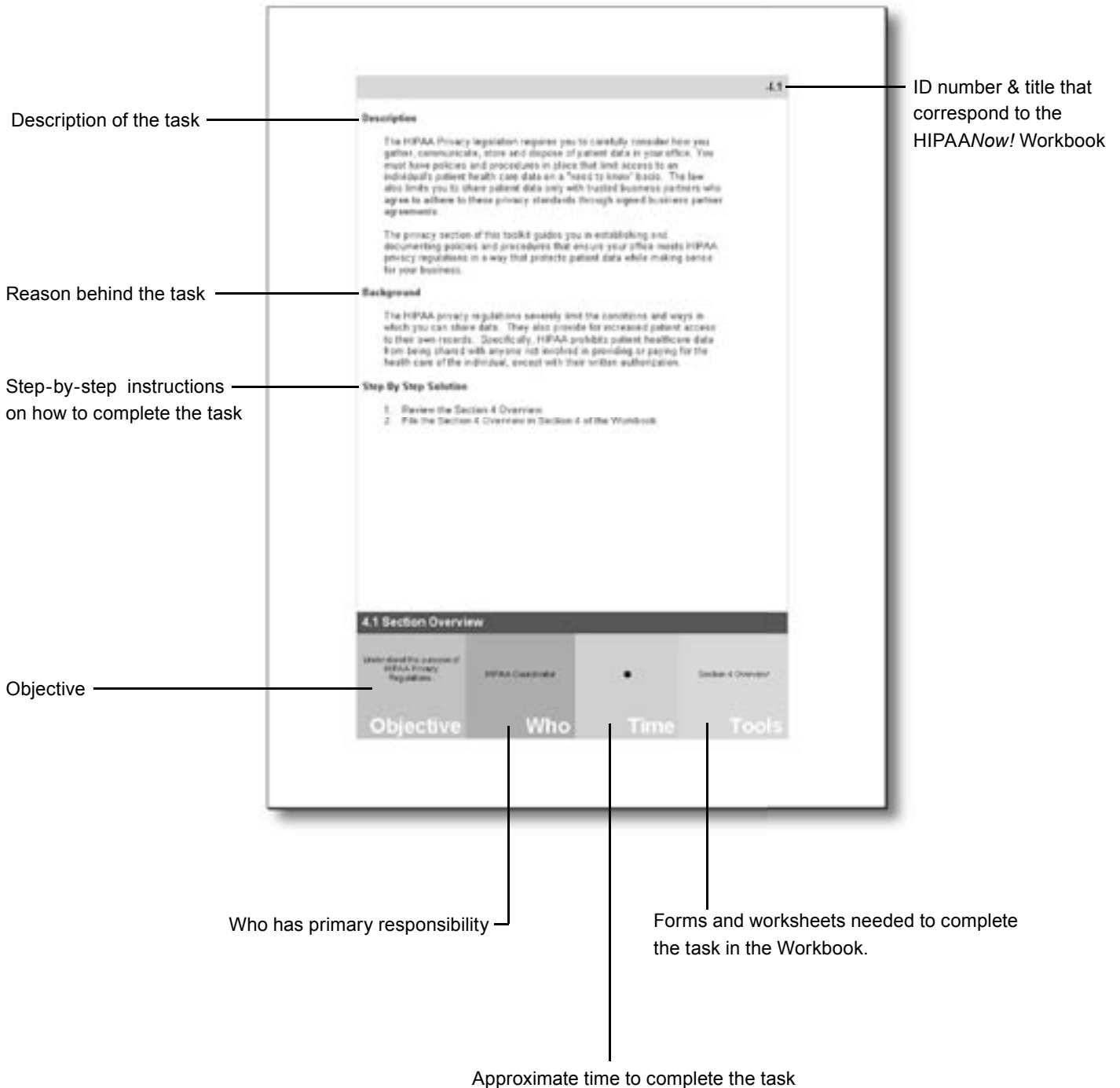
## **The HIPAANow! Toolkit includes:**

- Print and CD-ROM versions of the Guide and Workbook that contain everything you need for compliance.
- Three seats in a live seminar and self-paced HIPAA training delivered on CD-ROM.
- A customer service subscription with phone, fax and email support.
- A HIPAA newsletter.
- Two years of product updates.

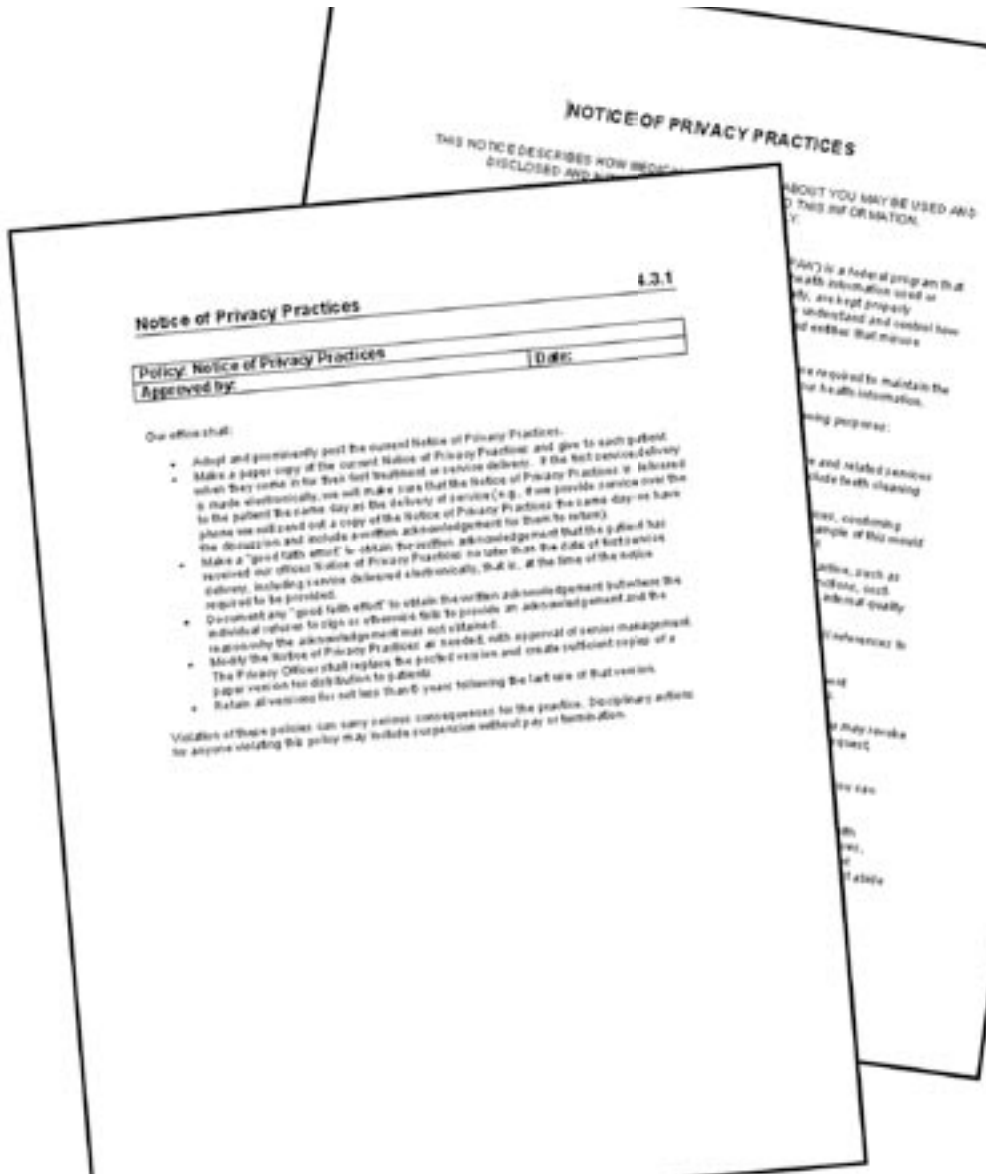


# The Guide

Each task in your HIPAANow! Guide consists of quick reference information in boxes along the bottom, and the details of the task. The quick reference information includes the following:



# The Workbook



The HIPAA Now! Workbook works in conjunction with the Guide and contains everything needed for compliance. These pages illustrate examples of some of the materials needed for the Notice of Privacy Practices. Additionally, you can edit all forms and policies on the included CD-ROM.

# We Give You Time-Saving Tools

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Here is a partial list of the more than 60 written policies, forms and documents the HIPAANow! Compliance Toolkit provides for you.

## **Policies**

Designating a Privacy Officer  
Designating a Security Officer  
Evaluating Software Vendor Compliance  
Notice of Privacy Practices  
Patient Acknowledgement  
Patient Records Access  
Patient Records Amendment  
History of Non-Routine Disclosures  
Patient Privacy Grievance  
Patient Restriction of Records  
Patient Information Privacy  
Information Requests  
Patient Authorization  
De-Identification  
Minimum Necessary Information Access  
Patient List Marketing  
Oral Discussion  
Breach of Patient Information  
Patient Record  
Disposal of Patient Data  
New Employee Privacy  
Chain of Trust  
File Backup  
Disaster Recovery  
Contingency Plan  
Records Processing  
Access Control Personnel  
Personnel Security & Screening  
Security Configuration Management  
Security Management

## **Forms**

Privacy Officer Job Description  
Security Officer Job Description  
Vendor Compliance Letters  
Notice of Privacy Practices  
Patient Acknowledgement  
Patient Records Access  
Denial of Patient Records Access  
Patient Request to Amend Records  
Denial of Patient Request to Amend  
History of Non-Routine Disclosures Form  
History of Non-Routine Disclosures Report  
Patient Privacy Grievance Procedure  
Patient Request for Restriction of Records  
Denial of Patient Request for Restriction  
Patient Authorization  
Communications Worksheet  
Breach of Patient Information Procedure  
Privacy Business Associate Agreement  
Storage & Access Systems Certification Worksheet  
Chain of Trust Agreement  
Backup Control Log  
Disaster Recovery Plan  
Contingency Testing Criteria  
Contingency Plan Worksheet  
Testing Records Handling Log  
Access Control Matrix  
Security Worksheet  
Security Incident Report  
Security Incident Log  
Termination Security Checklist

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# The Benefits . . .

## **HIPAANow! saves time!**

Get HIPAA compliant in 40 hours or less with HIPAANow!. Doing it yourself can take hundreds of hours, and consultants can cost hundreds of dollars per hour. **And Agent 77 doesn't abandon you after you purchase the program.** HIPAANow! includes telephone, fax and email assistance for six months, free HIPAA updates for two years and a subscription to our HIPAA newsletter.

## **HIPAANow! saves money!**

HIPAANow!'s step-by-step instructions and complete documentation allow you to complete your HIPAA implementation in less time with fewer resources. At its affordable price, HIPAANow! is the most cost-effective HIPAA compliance solution available for providers.

## **HIPAANow! can be used with any office technology!**

HIPAANow! provides both paper and CD-ROM versions of the Guide and Workbook. All required policies and documents are included and can be downloaded from the CD-ROM!

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## **HIPAANow! Makes Compliance Easy!**

Our customers say:

*"We're up and running and have our policies and procedures in place. We're already passing out our privacy notices. I've found the program to be very easy to use and have recommended it to other offices. They didn't know what to do and I told them how easy this program was. All the stuff you need is included, and you only have to make minor changes in the sample policies and procedures. I particularly like the fact that you can get everything off the CD-ROM so you don't have to re-type anything."*

—Marie Smith, Office Manager, Kurt Hofmann, MD, Vidalia, GA

*"I think the way the material is presented and explained makes it much easier to understand. The phone conference was very beneficial for us. We're focusing on the privacy issues and getting all the forms done, and we're on track to be finished on time. We have recommended the program to other offices."*

—Lana Baker, Office Manager, Frank McGrogan, MD, West Newton, PA

*"I've been getting my updated information and we're putting things in motion. The most helpful part of the program is having all the forms and policies available. I've told other offices they ought to get the program. Even after going to the seminar, I found the Guidebook and Workbook helpful because there's so much information, it's hard to comprehend it all. We're very satisfied with the program."*

—Karen Jones, Office Manager, David Garel, MD, Elkton, MD



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