

HIPAA Facts: Choosing a Solution ▸

The Health Insurance Portability and Accountability Act (HIPAA) is a sweeping set of federal legislation and regulations created to improve the portability of an individual's healthcare coverage when changing jobs and to promote administrative simplification of health insurance. It will significantly impact the way you administer your practice.

HIPAA is manageable, especially for small healthcare practices, but you must choose your tools carefully.

HIPAA Has Three Parts ▸

HIPAA has three parts, all of which work together. You should approach them with a coordinated approach. **Everyone subject to HIPAA regulations must comply with all three parts:**

- Transactions: Standardized code sets and formats
- Privacy: Defines patient rights and appropriate uses of protected health information
- Security: Provide a secure environment to protect health information

All three aspects of HIPAA are interdependent — for example, you can do security without privacy but you can't do privacy without security.

A Few To Dos ▸

- Determine your approach – There are numerous ways to approach HIPAA compliance:
 - **Do nothing** – The least costly short-term, but potentially the most costly long-term.
 - Creates significant risk for your business.
 - **Do it yourself** – This time consuming approach couples significant risk with extraordinary
 - amounts of time. Expect to spend 1,000 – 1,500 hours becoming compliant.
 - **Wait** – Delaying compliance only puts off the inevitable and means that you will have less
 - time to complete the tasks at hand.
 - **Employ a consultant** – expensive hourly rates add up to significant total cost, and will still
 - involve significant time on your part.
 - **Use a toolkit to help** – the most efficient way to approach HIPAA compliance, you can
 - leverage the work of others in helping you to make yourself compliant. Be sure to get the
 - right one for your circumstances
- Select a HIPAA Coordinator – this “project manager” role will help make sure you have one person responsible for keeping your HIPAA compliance efforts on track.
- Get Started Now! – HIPAA is more about **doing** than learning, and the only way to become HIPAA compliant is to get started.

Selecting a Solution ▸

If you choose to use a toolkit to accelerate your HIPAA compliance efforts, be sure to get one that fits your situation. Keep in mind the following:

1. **The Price of Admission** – because HIPAA includes all three parts of the law, your toolkit should
- cover all three parts of the law: Transactions, Privacy and Security. Without all three parts, you will not have what you need to comply with the law.

Choose carefully: many toolkits, even those put out by associations and other reputable organizations are privacy only and do not address the transactions and security requirements of HIPAA.

2. Best Fit for Your Situation – the solution you choose should provide you the personalized coaching, interaction and on-going support through implementation you need to get compliant easily and with confidence.

Make sure that the solution you choose is easy for you to understand, easy to work through and complete. Many toolkits are confusing and do not provide all the forms, policies, procedures and documentation you need for HIPAA compliance. Make sure the toolkit you choose has electronic versions of the forms, policies and procedures so you can personalize them easily for your practice.

Understand what resources are available to help you when you have questions later. HIPAA regulations are not always clear and it helps to have an expert available to help you decide how your office will implement HIPAA.

3. Evaluate the Total Solution Cost – understand the total cost of compliance, not just the out-of-pocket cost. Remember, your time is valuable.

“I’ve looked it [the HIPAANow! Toolkit] over and the biggest thing that I can tell that is really useful is the fact that it has everything you’re going to need is at your disposal. All in one: Toolkit, worksheets, everything ... it helps you stay organized.”

“The seminar gave me the confidence that we’ll be able to meet the compliance deadlines. Before the seminar, my biggest fear was not knowing what was expected. ... The seminar presenter went through the workbook with us and explained the deadlines and what was needed to meet them. It clarified a lot and reduced my personal concerns. There is a lot of work, but if you have to do it, I think this system [HIPAANow!] is the best way to go because it’s got everything at your fingertips.”

A satisfied HIPAANow! customer, Childersburg, AL

Agent 77’s HIPAANow! Toolkit includes everything you will need for your HIPAA compliance efforts — all at an affordable price.



HIPAANow! is:

- **Comprehensive**

- Includes all three aspects of the law: transactions, privacy and security
- Includes in-person, teleconference or self-paced CD-ROM based coaching
- Includes a 6 month service subscription which provides monthly newsletters, product updates and a toll-free HIPAA HelpLine.

- **Easy-to-Use**

- Written in everyday language
- Step-by-step instructions
- Includes all forms, policies, job descriptions

- **Cost-effective**

- Lowest Total Solution Cost

Get your HIPAANow! Toolkit today. Contact your Patterson representative or call Colwell Systems at 800.637.1140 for more information or to purchase the HIPAANow! Toolkit.