

# **HIPAA**Training.com

Making HIPAA Compliance Fast + Easy + Painless

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## **HIPAA Compliance Overview for Employer Group Health Plans [And Employers]**



HIPAA is a federal law regulating the US healthcare system. It's primarily purpose is to protect the privacy and security of our health/medical information (PHI: Protected Health Information) as well as give us certain inherent rights on that information.

## HIPAA Compliance Overview for Employer Group Health Plans [And Employers]

**HIPAA** (Health Insurance Portability and Accountability Act) is a federal law regulating the US healthcare system. It's primarily purpose is to protect the privacy and security of our health/medical information (PHI: Protected Health Information) as well as give individuals certain inherent rights on that information.

All employers who sponsor medical benefit plans for their employees must comply with HIPAA. This includes group medical benefits plans, long term care, dental plans, vision plans, personal health accounts, employer on-site clinics, employee assistance programs, section 125 (flexible spending accounts), cafeteria plans, executive physical programs, prescription drug plans, etc.

The degree to which you must comply is dependent on whether you are fully insured or self-insured and the level of access to protected health information that your employees have access to. The largest obligations fall on self-insured plans and also on fully insured plans that opt to have access to detailed protected health information. Fully insured plans that receive only summary health information have the least obligations.

The HIPAA regulations consist of two separate and distinct regulations:

**HIPAA Privacy** which involves protections from a people standpoint (employee training, policies and procedures, contracts, etc) and

**HIPAA Security** which involves protections for electronic data (federal information technology standards for healthcare)

In order to be "HIPAA Compliant", you must first determine the type of group health plans that your organization sponsors:

- For fully insured plans that receive only summary health information, one simply has to provide a HIPAA Awareness training to the HR Benefits staff and minimize PHI received or kept by the organization
- For self insured plans or fully insured plans with access to detailed health information of their employees, an organization must put in place safeguards and controls for both HIPAA Privacy and Security to protect PHI that the organization has or will be given access to. This includes a HIPAA Awareness training for those who have access to PHI, implementing formal policies and procedures and documents required by HIPAA, and validating your IT infrastructure against the HIPAA security information technology standards.

**Audience:**  
HR benefits staff for an organization involved in sponsoring and managing group health plan benefits for its employees.  
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**Examples:**  
HR benefits staff for employers who sponsor group health plans (self insured and fully insured) for their employees such as medical health plans, dental, vision, flexible spending accounts, etc.





## HIPAA Privacy Compliance | Safeguards for people related issues

### HIPAA Privacy Officer

An individual must be designated to take responsibility for and oversee HIPAA Privacy compliance at the organization

### Employee Training

All employees who have access to Protected Health Information must be given a HIPAA Awareness Training

### Documents and Controls

Formal documents, controls and policies and procedures to protect Protected Health Information in the organization

## HIPAA Security Compliance | Safeguards around electronic data and information technology standards

### HIPAA Security Officer

An individual must be designated to take responsibility for and oversee HIPAA Security compliance at the organization

### Employee Training

Those employees who will be implementing HIPAA Security (such as the compliance officer and IT staff) will have to take an additional detailed course on HIPAA Security

### HIPAA Security Risk Assessment

Compare your organization's information technology standards against the federal IT standards in HIPAA Security. Identify and fix any deficiencies.

### Documents and Controls

Formal documents, controls and policies and procedures to protect electronic Protected Health Information in the organization and to document the standards followed in your organization.

# What is involved in becoming HIPAA compliant?

There are 3 parts to HIPAA compliance for an organization:

## 1. Providing a HIPAA Awareness Training to all employees of the organization that have access to PHI

Part 1 is handled through our organizational training which allows you to roll out training to your employees as a self-paced online training that they can each take at their own schedule. Our system trains, tests, and generates a 2 year certificate for compliance record keeping.

## 2. Implementing formal documents and controls for the organization to protect and safeguard PHI

Parts 2 and 3 are handled by our compliance documentation kits. While your designated compliance officer is implementing the required documents, they are also being trained through a "hands-on learn by doing" approach. The theory behind our method is if your compliance officer built it, they will be able to maintain it going forward.

## 3. Training of a compliance officer (someone in the organization who is going to take responsibility for HIPAA at your organization)

*If you already have components of the 3 parts in place for HIPAA compliance, you can just purchase the components you need.*

# How much will it cost to become HIPAA compliant?

A typical ten person organization can become fully compliant at a cost of only **\$1,270.**

**\$999.98** for the 2 documentation kits to implement all the documents and controls and to train a compliance officer

**\$249.90** for 10 HIPAA Awareness Trainings @ \$24.99/person at 10 seat discount (further discounts available at higher tiers)

**\$20.00 for 1 HIPAA Security Training** for the compliance officer (more may be necessary if IT staff) (\$20/person)

*Note that the majority of organizations will have to comply with both the Privacy and Security regulations because everyone deals with computers these days. Some organizations will only have to comply with Privacy if they don't have electronic PHI. Contact us and we'll be happy to discuss your particular requirements.*

# How long does it take to become HIPAA compliant?

On average, you are looking at about 2 to 2.5 weeks for the compliance officer (1 week per documentation kit). The compliance officer will first roll out the 1.5 hour Awareness training to the employees and then work on the documentation kits in parallel.

## Do I have to hire a compliance officer or officers for HIPAA?

No we train an individual or individuals from your existing staff to take on that additional role. It will take them about 1 week per documentation kit to implement and should only take them a few hours per month after that to maintain. We recommend the Privacy officer be an operational person and the Security person be from IT. If you don't have an internal IT department, you can have one person be the overall compliance officer.

## What if I have questions?

To help the compliance officer get started quickly, we've provided a pre-recorded jumpstart video session where we walk the compliance officer through the entire process so there is no guess work. They can hit the ground running. In addition, we are also available for questions through the whole process at no additional charge.

# Where do I start?

## First step

### The first step is to identify who will be responsible for HIPAA at your organization.

HIPAA requires that an organization designate an individual or individuals to be responsible for HIPAA (Privacy and Security). We recommend the Privacy compliance officer be an operational person and the Security compliance person be from IT. If you don't have an internal IT department, you can have one person be the overall compliance officer. This does not have to be a full time position and can be an additional duty for someone.

The main responsibility of the HIPAA compliance officer(s) will be to get the organization initially HIPAA compliant and then to maintain those standards going forward and to be a point person for questions or complaints.

Training of a new HIPAA compliance officer is automatically handled as part of our documentation kits where we train a compliance officer through a unique "Hands-On Learn by Doing Approach".

We recommend you identify the HIPAA compliance officer from the start and then have them:

1.

Roll out the Awareness training to all employees including themselves

2.

Implement the Privacy Documentation Kit. There is a 1 hour pre-recorded jumpstart session video included with the kit to get you started quickly

3.

Roll out the Security training to the team who will be involved in implementing HIPAA Security (typically compliance officer and IT staff)

4.

Implement the Security Documentation Kit. There is a 1 hour pre-recorded jumpstart session video included with the kit to get you started quickly



Regular Employees/Staff



- HIPAA Awareness Training (2 Year Certification)



HIPAA Privacy Officer



- HIPAA Awareness Training
- HIPAA Privacy Documentation Kit
- HIPAA Security Training



HIPAA Security Officer



- HIPAA Awareness Training
- HIPAA Security Training (also for any other compliance staff including IT staff)
- HIPAA Security Documentation Kit





## Online HIPAA Courses

### HIPAA Awareness for Employer Group Health Plans

Format: Online, Self Paced

Duration: 1.5 Hours

Prerequisite: None

**HIPAA Awareness** is meant to satisfy the legal training requirement under HIPAA and must be taken by anyone in the organization that has access to protected health information. It covers primarily HIPAA Privacy but also an overview of the other parts of HIPAA including HIPAA Security. This is the only course needed by the regular staff.

**This course contains the following lessons:**

- ✓ Introduction to HIPAA
- ✓ HIPAA Compliance Options
- ✓ Using and Disclosing PHI
- ✓ HIPAA Privacy
- ✓ HIPAA Security
- ✓ Becoming HIPAA Compliant
- ✓ Final Exam

### HIPAA Security

Format: Online, Self Paced

Duration: 1.5 Hours

Prerequisite: HIPAA Awareness Course

**HIPAA Security** is a follow on course to HIPAA Awareness that is a specialized course on just HIPAA Security. It builds on the information in the Awareness course but provides an extra level of depth on the HIPAA Security information technology standards. This course should be taken by the HIPAA compliance officer(s), any IT or other staff they pull in to help with implementation, or anyone requiring a detailed knowledge of HIPAA Security.

**This course contains the following lessons:**

- ✓ Introduction to HIPAA Security
- ✓ Administrative Safeguards
- ✓ Physical Safeguards
- ✓ Technical Safeguards
- ✓ Becoming HIPAA Security Compliant
- ✓ Final Exam



# Online HIPAA Training



**HIPAATraining.com**  
Making HIPAA Compliance Fast + Easy + Painless

The online training is meant to handle the educational component and training requirement.

<https://www.hipaatraining.com/hipaa-compliance-for-employer-group-health-plans>

## Rollout Our Smart Training to Your Workforce in 5 Minutes or Less

**How?** Our training system is smart - *very smart* - and does almost everything for you. All you have to do is to email generic instructions to your staff. It is the same instructions for everyone and we've already pre-typed the instructions for you.

**Have staff that doesn't have email?** No problem, print off the instructions and give it to them as a piece of paper.

Once you provide the generic instructions to your staff you are done. The smart training system then takes over from there and trains, tests, generates certificates, emails you a copy of those certificates, and maintains a training log.

**It can't get any easier.**

- ✓ Our smart system utilizes a single shared multi-user login that eliminates the hassle of having to setup and manage multiple usernames and passwords.
- ✓ Everyone from your organization can log in from home or work (24x7) using the same shared login (no limit on simultaneous users).
- ✓ On passing the final exam, each individual is prompted to enter their name. The system then generates a PDF certificate for the individual and emails a copy of the certificate to the administrator for record keeping.
- ✓ The smart system maintains a detailed training log automatically for you.





Each course is 1.5 hours long, self paced, and generates a 2 year certification upon completion.



There are no contracts or minimums. Our training works like a phone card so you can just purchase as you need. We provide a cumulative discount over the life of the account so it always gets cheaper over time.



The majority of employees will just take the Awareness course. Compliance officer and IT staff will take both. **The Security course gets discounted to \$20 with the bundled discount and can be purchased anytime.**



Each employee receives their own HIPAA certificate and wallet card immediately online upon successful completion of training.



#### Pricing Per Course

Qty of Training Seats	Pricing Per Seat
1-9	\$29.99
10-24	\$24.99
25-49	\$23.99
50-99	\$22.99
100-199	\$19.99
200-299	\$14.99
300+	CALL

## Course Features



Group discounts available



No contracts, pay as you go, cumulative discounts



**Zero administration:** no need to create & administer username and password



Shared **multi-user** login for employees



Certificates and transcript scores automatically **emailed** to account administrator



**Free retakes.** Each employee is guaranteed a certificate



**2 Year** nationally recognized certificate



Automatically creates and maintains detailed log in **MS Excel**



Includes **HITECH** and **Omnibus Rule**



**English** and **Spanish** versions included



**No expiration** date on any seats purchased



**30 day** money back guarantee

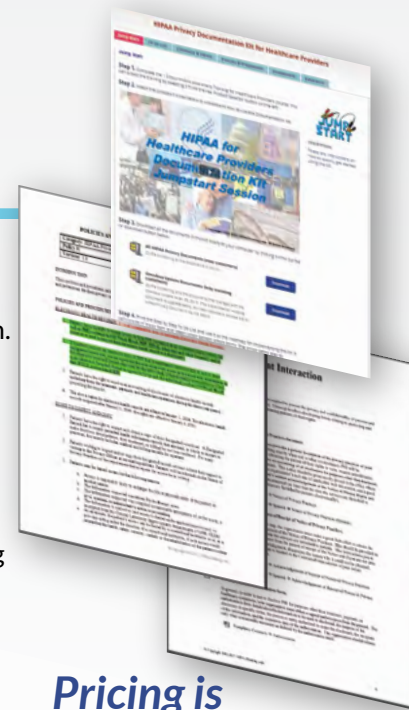


# Documentation and Compliance Officer Training

**HIPAA** requires that formal documents and controls such as forms, contracts, policies and procedures, etc be in place for the organization to properly protect patient health information. Documents such as business associate contracts, policies and procedures, patient rights documents, breach notification, and others that you learn about in the Awareness training.

Our Documentation Kits are meant to be utilized by your compliance officer to put in place the documents, contracts, forms, and policies and procedures required by the HIPAA Privacy and HIPAA Security regulations. At the same time they are putting that in place, we are training them as a new HIPAA compliance officer through a unique “Hands-On Learn by Doing Approach”.

Our kits are very easy to use, come with a step by step to do list that walks you through the entire process, and provide ready to use templates in Microsoft Word format for easy download. Once you download the templates, they become your master copies on your local network/pcs and they are yours even beyond the 1 year online access. Finally, we fully support you through the process, so if you have any questions, you can contact us anytime.



**Pricing is  
\$499.99 per  
documentation  
kit.**

<https://www.hipaatraining.com/hipaa-compliance-for-employer-group-health-plans>

## HIPAA Privacy Documentation Kit - \$499.99

### CONTRACTS AND FORMS INCLUDED

Amendment to Group Health Plan	Non-Conditional Authorization
Approval for Amendment of PHI	Notice of Amendment of PHI
Business Associate Contract	Notice of Privacy Practices
Business Associate List	Plan Sponsor Certification to Group Health Plan
Conditional Authorization	Plan Sponsor OHCA Declaration
Confidentiality Agreement	Plan Sponsor Request for SHI
Denial for Access to PHI	Privacy Complaint Form
Denial for Amendment of PHI	Privacy Officer Job Description
Email Signature	Request for Access to EHR
Fax Cover Sheet	Request for Access to PHI
HHS 500 Plus Breach Notification	Request for Accounting of Disclosures of PHI
HHS Annual Breach Notification	Request for Amendment of PHI
HIPAA Sanctions Log	Request for Restriction of PHI
Individual Breach Notification	Requested Breach Notification Delay Due to
Log of HIPAA Training	Law Enforcement
Log of PHI Amendment Requests	Risk Assessment for Breach of Unsecured PHI
Log of PHI Disclosures	

### POLICIES AND PROCEDURES INCLUDED

- Policies and Procedures for Breaches of Unsecured PHI
- Policies and Procedures for Business Associates
- Policies and Procedures for Computer Systems
- Policies and Procedures for Disclosing PHI to Plan Sponsor
- Policies and Procedures for Employee Sanctions
- Policies and Procedures for Facsimile Machines
- Policies and Procedures for PHI Use and Disclosures
- Policies and Procedures for Plan Participant Rights
- Policies and Procedures for Workforce Terminations
- Policies and Procedures for Workforce Training
- Policies and Procedures for Employee Sanctions

## HIPAA Security Documentation Kit - \$499.99

### ADMINISTRATIVE SAFEGUARDS

Contingency Planning Testing Schedule	Policies and Procedures for Security Incident Response and Reporting
HIPAA Security Risk Assessment	Policies and Procedures for Workforce Security
Log of HIPAA Security Training	Policies and Procedures for Security and Awareness Training
Policies and Procedures for Contingency Planning	Security Incident Investigation Form
Policies and Procedures for Evaluation	Security Incident Report
Policies and Procedures for Information Access Management	

### PHYSICAL SAFEGUARDS

- Facility Repair Documentation Form
- Hardware and Electronic Media Tracking Form
- Policies and Procedures for Device and Media Controls
- Policies and Procedures for Facility Access Controls
- Policies and Procedures for Workstation Security
- Policies and Procedures for Workstation Use
- Workstation Reassignment Tracking Form

### TECHNICAL SAFEGUARDS

- Policies and Procedures for Access Controls
- Policies and Procedures for Audit Controls
- Policies and Procedures for Data Integrity
- Policies and Procedures for Person and Entity Authentication
- Policies and Procedures for Transmission Security



# Why Choose Us?

We are experts in HIPAA and our mission is to make HIPAA training and compliance fast, easy, and painless. We've done all the hard work so you don't have to. We hope you'll give us a try and in return we promise exceptional training and compliance products at an affordable price and to treat each of our customers with the utmost care and raving support.



## Experts in HIPAA



**Full range** of compliance **products** and not just training only



**Specialized versions** versus one generic version of compliance



We offer **phone** support and not just email



**Raving** support



Our Training is **user friendly** and **easy** to understand



**Thousands** of satisfied customers in all industries



**2 Year** certificate valid in all states



**Individual** and **organizational** training available



**English** and **Spanish** versions included



Unique **zero administration** system



**Reasonably** priced and group **discounts** available

Easter Seals  
Four Seasons  
Ross Medical University  
Zappos  
Certified Languages  
Laurus Strategies  
BioReference Laboratories  
Youngstown State University  
National Financial Partners  
Piper Jordan  
Medical Educators of NY  
New York Institute of Technology  
Medical University of the Americas  
American Translation Partners  
Job Corps  
Vision Web  
American Sign Language Inc.  
Granite Peaks GI  
City of Jacksonville  
Capital Surgeons  
Howard Brown Health Center

Goodwill  
Foster Wheeler Corporation  
Devry  
Harbor Freight Tools  
Catapult Health  
Mesirow Financials  
HID  
Kimberly Clark  
Arthur J. Gallagher & Co.  
Sapoznik Insurance  
Answer United  
RSA Medical  
Ivy Tech Community College  
Job Corps  
Reliable Runners  
Wild Well, Scribe Solutions  
Touchstone Imaging  
Pension Fund  
Grand Rounds  
Keystone Insurance Group  
Tele Tracking

Carlsons (owner of TGI Fridays)  
Hofstra Medical University  
RedHat  
Kinross Gold  
2nd MD  
Union Hospital  
Carbide  
Lululemon  
TriNet  
Altep  
Elite Dental Academy  
Hotus  
Philadelphia University  
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Nutricia  
Ithaca University  
MBA Health  
American Janitorial  
Healthcare Highways  
Med Comp Sciences  
Hecla Mining  
**and more...**

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A Digital Compliance Company  
[www.digitalcompliance.com](http://www.digitalcompliance.com)

Other compliance training available:

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