HIPAA**Training**.com

Making HIPAA Compliance Fast + Easy + Painless

HIPAA Compliance Overview for Healthcare Providers

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.

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HIPAA Compliance Overview for Healthcare Providers

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.

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)*

Any organization or person who works in or with the healthcare industry or who has access to PHI (Protected Health Information) is going to fall under the HIPAA umbrella. This includes physicians, medical staff, hospitals, medical practices, medical students, pharmacies, durable medical equipment suppliers, answering services, collection agencies, marketing services, printers, IT and managed services, software companies, employers who sponsor a health/medical plan for their employees, etc.

In order to be "HIPAA Compliant", 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 employee training on HIPAA, implementing formal policies and procedures and documents required by HIPAA, and validating your IT infrastructure against the HIPAA security information technology standards.

While the requirements for HIPAA Privacy compliance are going to vary by organization type (healthcare provider, business associate, employer group health plan, etc), the requirements for HIPAA Security compliance are going to be the same for everyone given everyone has the same information technology protection requirements.

Audience:
Any organization involved in direct medical treatment of patients.
. . . .
Examples:
Hospitals, Private Clinics, Doctors, Physicians, Nurses, Medical Schools, Medical Students, Medical Office Staff, Pharmacies, Dentists, Chiropractors, Physical Therapists, Massage Therapists, Radiologists, Cardiologists, Hospice, Nursing Homes, Home Health, Durable Medical Equipment Providers, 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	2. Implementing formal documents and controls for the organization to protect and safeguard PHI	3. Training of a compliance officer (someone in the organization who is going to take responsibility for HIPAA at your organization)

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.

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.

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.	2.	3.	4.
Roll out the Awareness training to all employees including themselves	Implement the Privacy Documentation Kit. There is a 1 hour pre-recorded jumpstart session video included with the kit to get you started quickly	Roll out the Security training to the team who will be involved in implementing HIPAA Security (typically compliance officer and IT staff)	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 Healthcare Providers

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
- ☑ Using and Disclosing PHI
- ☑ HIPAA Privacy
- ☑ HIPAA Security
- ☑ HIPAA and State Laws
- ☑ 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

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

https://www.hipaatraining.com/hipaa-compliance-for-healthcare-providers

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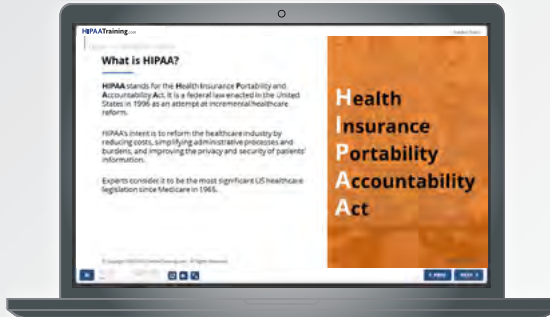
The majority of employees will just take the Awareness course. Compliance officer and IT staff will take both. **The Security course gets discounted to $20 with the bundled discount and can be purchased anytime.**

☑ Each employee receives their own HIPAA certificate and wallet card immediately online upon successful comletion 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, Omnibus, Texas HB 300,** and **California CMIA**

En Sp **English** and **Spanish** versions included

🔄 **No expiration** date on any seats purchased

30 **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.

> https://www.hipaatraining.com/hipaa-compliance-for-healthcare-providers
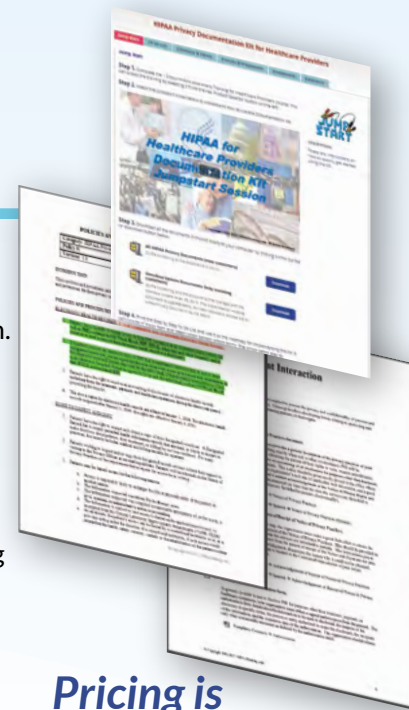
Pricing is $499.99 per documentation kit.

HIPAA Privacy Documentation Kit - $499.99

CONTRACTS AND FORMS INCLUDED

Acknowledgement of Receipt of Notice of Privacy Practices
Acknowledgement of Receipt of Notice of Privacy Practices (Spanish)
Approval for Amendment of PHI
Authorization
Business Associate Contract
Business Associate List
Confidentiality Agreement
Denial for Access to PHI
Denial for Amendment of PHI
Fax Cover Sheet
HHS 500 Plus Breach Notification
HHS Annual Breach Notification
Individual Breach Notification

Log of HIPAA Training
Log of PHI Amendment Requests
Log of PHI Disclosures
Notice of Amendment of PHI
Notice of Privacy Practices
Notice of Privacy Practices (Spanish)
Patient Privacy Complaint Form
Request for Access to EHR
Request for Access to PHI
Request for Accounting of Disclosures of PHI
Request for Amendment of PHI
Request for Restriction of PHI
Requested Breach Notification Delay Due to Law Enforcement
Risk Assessment for Breach of Unsecured PHI

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 Facsimile Machines
Policies and Procedures for Patient Rights
Policies and Procedures for PHI Use and Disclosures
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
HIPAA Security Risk Assessment
Log of HIPAA Security Training
Policies and Procedures for Contingency Planning
Policies and Procedures for Evaluation
Policies and Procedures for Information Access Management

Policies and Procedures for Security Incident Response and Reporting
Policies and Procedures for Workforce Security
Policies and Procedures for Security and Awareness Training
Security Incident Investigation Form
Security Incident Report

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.

22+
YEARS OF SERVICE
Digital Compliance

Experts in HIPAA

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

Specialized versions versus one generic version of compliance

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

Includes **HITECH, Omnibus, Texas HB 300,** and **California CMIA**

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

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

Thousands of satisfied customers in all industries

Easter Seals	Goodwill	Carlsons (owner of TGI Fridays)
Four Seasons	Foster Wheeler Corporation	Hofstra Medical University
Ross Medical University	Devry	RedHat
Zappos	Harbor Freight Tools	Kinross Gold
Certified Languages	Catapult Health	2nd MD
Laurus Strategies	Mesirow Financials	Union Hospital
BioReference Laboratories	HID	Carbide
Youngstown State University	Kimberly Clark	Lululemon
National Financial Partners	Arthur J. Gallagher & Co.	TriNet
Piper Jordan	Sapoznik Insurance	Altep
Medical Educators of NY	Answer United	Elite Dental Academy
New York Institute of Technology	RSA Medical	Hotus
Medical University of the Americas	Ivy Tech Community College	Philadelphia University
American Translation Partners	Job Corps	Bay Bridge Administrators
Job Corps	Reliable Runners	Nutricia
Vision Web	Wild Well, Scribe Solutions	Ithaca University
American Sign Language Inc.	Touchstone Imaging	MBA Health
Granite Peaks GI	Pension Fund	American Janitorial
City of Jacksonville	Grand Rounds	Healthcare Highways
Capital Surgeons	Keystone Insurers Group	Med Comp Sciences
Howard Brown Health Center	Tele Tracking	Hecla Mining
		and more...

HIPAATraining.com

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A Digital Compliance Company
www.digitalcompliance.com

Other compliance training available:

www.bloodbornepathogentraining.com
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