

# Are you tired of hearing about HIPAA?

*Don't waste money on consultants or products until you read this!*

Our clients continue to tell us they are confused about HIPAA. In addition we hear reports of you being charged excessive amounts for HIPAA compliance consulting, or being told you need to buy new equipment or hardware! Some vendors have even been telling our clients they must buy a new copier or cell phone to be HIPAA compliant! Some of you are spending unnecessarily on HIPAA training.

Over the past several issues we have provided HIPAA information written by PrivaPlan Associates Inc., our HIPAA "partner". We again asked them to help us write a short piece to help our clients understand what is *really* needed.

Every Infinedi client is considered a "covered entity" under HIPAA. Accordingly you need to have privacy rule compliance in place. The highlights of this include:

- Appropriate forms that reflect your organization-such as the Notice of Privacy Practices, acknowledgment and accounting of disclosure tracking forms.
- Policies and procedures that reflect *your specific* privacy practices

- Employee (workforce) training this should have been done and documented for existing employees and for new employees
- Business associate agreements with your business associates (like Infinedi)

You do not need to purchase training programs on HIPAA because the law requires you to train on *your* HIPAA privacy practices, and does not require a HIPAA 101 training series. You also are not required to give tests or other materials. Some organizations have satisfied their training need by giving their employees a copy of their HIPAA policies and procedures and documenting that these have been reviewed!

The next HIPAA compliance date is this April 20<sup>th</sup>! This is for the HIPAA security rule. The security rule looks complicated and many computer vendors are trying to make you feel you need their help to comply. But in reality much of the work should already be done as part of your privacy compliance effort.

The security rule only applies to *electronic* protected health information not paper charts, records, verbal discussions etc.

One of the most important parts of the rule is to perform a risk analysis of your administrative, physical and technical safeguards in place. For example:

- **Administrative safeguards**
- **Physical safeguards**
- **Technical safeguards**

Generally you will not need to purchase additional software or hardware to for security rule compliance (assuming you have antivirus and similar software now). Most of the compliance effort is in documenting new policies and procedures and of course training employees on your security policies!

## What do I do now?

For Infinedi clients who already own and use the PrivaPlan HIPAA Privacy and Security Compliance Toolkit *you have everything you need to complete security compliance*. Be sure to renew your subscription in 2005 to get special security rule updates.

If you don't own PrivaPlan purchase it now. We have arranged a special discount for you as well as a special bundle price for their new on line security tools.

To order call PrivaPlan directly at 877-218-7707 for your special discount.



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An Infinedi **I-Partnership** Company

## HIPAA: 2005 Security Rules