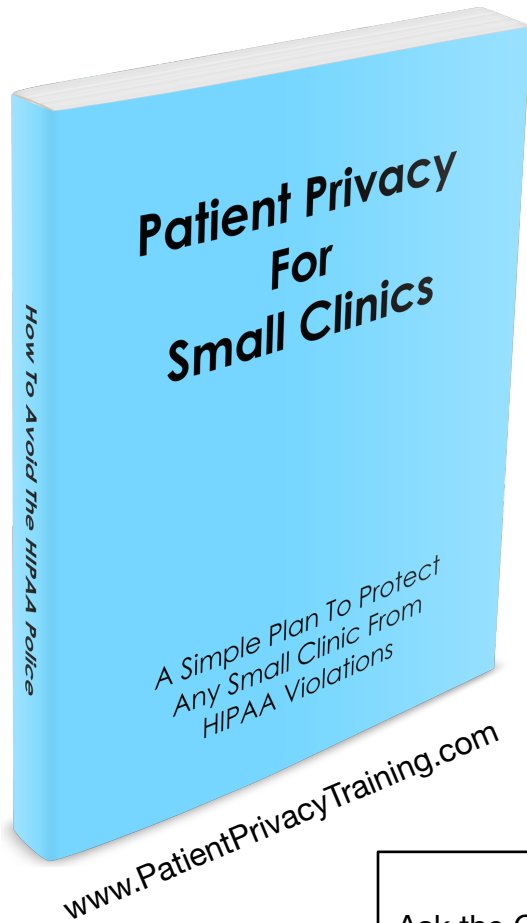


A Simple Plan to Make Any Small Clinic HIPAA Ready



- Only \$79 - Download the eBook & Get Started in 10 Minutes
- Save Thousands of Dollars in Lawyer/Consultant Fees
- The 8 Step Plan Explains Exactly What To Do
- Written Specifically for Small Clinics (not hospitals or insurers)
- Good For Old School Clinics (paper records)
- Good For New School Clinics (electronic health records)
- 15+ Free Forms and 20+ Infographics
- Avoids Confusing Legal Language, Acronyms & Jargon
- Deliberately Kept The Book Short - Just 100 Pages
- Bonus: Our Curated List of the Best HIPAA Resources

Our #1 Recommendation

Ask the Clinic Manager to assume the role of Privacy Officer

The Privacy Officer is a big job
The doctor/clinic owner is already too busy to fill this role

Authors: a Lawyer, a Doctor and a Nerd Wrote this eBook

Kristen Ahearn J.D., Andrew Lyons M.D., Norby Ryan

The Lawyer is the Privacy Officer at the most respected cancer center in the world

The Doctor is the owner of a small clinic - He knows the small clinic dynamics & challenges

The Computer Nerd explains how to get more from your electronic health care vendor

One Page Summary of eBook *Patient Privacy for Small Clinics*

HIPAA Police

It is easier to say “HIPAA Police” than it is to say the *Office of Civil Rights within the Department of Health and Human Services*. This book tries to keep it simple.

Privacy Officer

The owners of the small clinic ask the office manager to be the Privacy Officer. Everybody in the clinic will know, without hesitation, the name of the Privacy Officer. Wake the janitor from a deep sleep – he'll know the Privacy Officer's name and how to get in touch.

Privacy Notebook

The Privacy Officer documents all of the clinic's privacy activities in the Privacy Notebook. If the clinic catches fire and you have to run for it, grab the Privacy Notebook on your way out.

Four Inventories

The Privacy Officer takes four inventories. 1. Draws a floor plan of the clinic noting all of the doors, windows and locks. 2. Draws a network diagram showing all of the computers and wifi routers. 3. Makes a list of business equipment that may contain patient information. 4. Makes a list of personal devices (iPads, smartphones) that may contain patient information. The HIPAA Polices don't like it when an iPhone turns up with unsecured patient information.

Policies, Procedures, & Forms (book includes recommendations & 15+ sample forms)

If the clinic has a Notice of Privacy Practices, the Privacy Officer reviews and revises it. Then, for each of the 8 patient right requests, the Privacy Officer develops the clinic's policies, procedures and forms. This step requires some thought & research.

Business Associates Agreements

The Privacy Officer reviews all of the clinic's business partners and ensures that, if necessary, a Business Associate Agreement is in place. These are reviewed yearly.

Training

At least once a year, the Privacy Officer gives the staff Patient Privacy Training. When people join or leave the clinic, they get training. At staff meetings, the Privacy Officer gives reminders. The training includes explanations of Protected Health Information (harder than you think) and Patient Rights (trickier than you think).

Monitoring

On the first of the month, four reports are automatically generated. The Privacy Officer reviews these reports for hackers (or breaches). If a breach is detected, the Privacy Officer follows a breach notification procedure.

Too Small for HIPAA

Doesn't matter how small or rural the clinic - we are all connected. Clinics need more government regulations like a diabetic needs more needle pricks. This book gets the clinic HIPAA ready.