



HIPAA

Compliance

for Healthcare Professionals

HIPAA compliance:

Where do you stand?

The confidential storage, retrieval and decimation of electronic patient records and healthcare information is a critical issue facing today's healthcare professionals. Newer updates and changes to existing laws and regulations have increased the chances of non-compliance, and some healthcare organizations (yours, perhaps?) may be at risk of serious violations without even realizing it.

The Health Insurance Portability and Accountability Act (HIPAA) was passed by Congress in 1996 to create a set of national standards for the transference of electronic health data. The HIPAA Privacy Rule was established to protect the privacy and security of personal health information, and set limits and conditions on the uses and disclosures of such information without patient authorization.

The HIPAA Security Rule further refined personal patient protection by establishing national standards to protect individuals' electronic personal health information. The Security Rule requires appropriate administrative, physical and technical safeguards to ensure the confidentiality, integrity and security of electronic health information.

This comprehensive one-day training ensures you're in compliance and your patients are fully protected.

HIPAA Compliance for Healthcare Professionals was designed as an affordable, convenient way to provide all the compliance information you need in a timeframe that works for your busy practice. This exclusive seminar offers the very latest information and knowledge you need to ensure you're in compliance with every one of HIPAA's rules, regulations and requirements. HIPAA compliance is serious business. Fines and penalties for non-compliance can cost your practice or healthcare organization upwards of tens of thousands of dollars. Don't leave compliance initiatives to chance — gain the rock-solid information you need to satisfy government mandates and ensure your organization and your patients are fully protected under the law.

- Are you aware of regulation changes due to the passing of the stimulus package, affecting both state and federal mandates?
- Is your patients' confidential information protected from malicious security breaches, unauthorized access or poor record-keeping practices?
- Are you up-to-date with all of HIPAA's rules, regulations and requirements?

- Are you aware of the special circumstances in which your organization may disclose patient information?
- Are you familiar with the many rules regarding when you must obtain patient authorization, as well as when authorization is not necessary?
- Are your written policies and procedures consistent with HIPAA guidelines?
- Do you know in which cases a parent would not be recognized as the personal representative of a minor child?

If you cannot answer "yes" to every one of these questions, you owe it to yourself and your healthcare organization to attend this seminar. We'll walk you through the latest information regarding HIPAA rules and regulations, reveal the best practices other organizations use to manage their electronic patient records properly, show you how to establish a foolproof patient records system for storage and maintenance of electronic records and help you perform a risk assessment of your current records program.

Don't leave HIPAA compliance to chance — the risks are too great, and the penalties too steep.

You may think you've got all your bases covered, but with HIPAA's complex guidelines and newer rules and regulations, it is easy to overlook key issues while accessing, storing and transferring sensitive patient records. This course is designed to help you protect the rights of your patients, while also protecting your practice or facility from non-compliance accusations and complaints.

HIPAA policies and procedures in the real world — what would you do?

In this seminar, we'll take a fascinating look at the following real-life situations and reveal exactly how they should be handled to remain in compliance with HIPAA guidelines and protect your patients' rights.

- A family member requests patient information regarding a loved one in your care. Who are you required to provide information to in this case? Who must you legally exclude? How do you handle upset or irate family members who are demanding information you legally cannot provide to them?
- Law enforcement personnel have arrived at your facility asking for information on a new patient who is suspected in a crime. What can you provide and what can't you provide according to the law?
- While handling a request from a patient, you realize that information stored on a computer disk has become lost. What should you do next? What are your responsibilities to the patient in question? What are your risks and how can you mitigate these in the future?
- The front desk at your practice is very busy with patients and doesn't have a lot of room for patient privacy. What can you do to increase privacy with limited options?
- A patient's records were left open in view of other patients. What process/procedure has been violated, what are the risks to your organization and how do you correct this situation to ensure it doesn't happen again?
- You suspect someone has been able to log into your e-records system — what steps must you immediately take to stop the breach and secure your records?
- Your practice has moved from paper to electronic files — what should you do with all the paper? And, even though you've moved to electronic files, your organization still relies on some paper information. How do you ensure information is properly transferred to the e-files and how long must you retain the paper information?

HIPAA Compliance

FOR HEALTHCARE PROFESSIONALS

HIPAA Requirements Overview

- According to HIPAA regulations, who's covered and what does it mean in practice?
- The latest updates related to privacy/security and medical records, including Privacy Rule and Security Rule
- Penalties: What are the "real" penalties you can expect to pay if you violate HIPAA compliance requirements?
- Case study: What happens when a healthcare entity is accused of breach of security?

Risk Assessment and Safeguards

- HIPAA Compliance Risk Assessment: Could you unknowingly be in violation of HIPAA requirements?
 - How does your organization stack up? Where are your weakest links and how can you strengthen them?
 - Tips and tools to help you identify your biggest risk areas — people, policies and procedures, technology, etc.
- Putting safeguards in place: where to start, how to proceed, how to achieve organizational-wide buy-in of new procedures
 - Administrative practices: How to get your people to revise their actions, change their procedures and get on board with new policies

- Physical records: How to ensure paper records are stored and accessed securely
- Technical issues: What are the most common computer and technical security issues you must be aware of?
- Protect your e-records by limiting access, installing controls and imposing passwords

Policies and Procedures to Ensure Security and Proper Handling of Patient/Medical Records

- What are your current policies and procedures? Where can you improve?
- Proposed changes to procedures: How to get everyone on board regarding electronic access, storage and fulfillment of requests
- Who should have access to records within your organization?
- How to communicate your policies and procedures:
 - Within your organization
 - To patients and patient family members
 - To other entities requesting information
- The difference between patient consent and patient authorization
- What you can do to simplify the process and implement cost-effective security measures

Seminar Program: 9:00 a.m. to 4:00 p.m.

Records Distribution, Retention and Destruction

- How do you transfer vital information to parties who need access to records, while maintaining strict security according to HIPAA mandates?
 - Patient
 - Other healthcare practices
 - Insurance companies for billing/ insurance purposes
 - Medicare/Medicaid implications
- Who is allowed access to the following e-records?
 - Doctor notes
 - Prescription orders
 - Tests/lab results
- Documentation requirements for distribution of records: Are you following these HIPAA procedures?
- Retention of patient records: What are you required to keep, and what are you required to destroy?
- How to dispose of secure documents and ensure security procedures are in place and enforced
 - How to follow HIPAA's requirements regarding document disposal
 - Strategies for finding the right document-destruction service
 - How long must you keep patient records? What happens if you destroy them too soon or hang on to them too long?

If you aren't happy, we aren't happy.

All of our seminars are **100% SATISFACTION GUARANTEED!** We are confident this seminar will give you the information and tools necessary to ensure compliance of the latest HIPAA rules and regulations. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund – ***hassle-free!***

Who Should Attend?

This seminar is essential training for anyone who is involved with access, storage and release or transfer of medical records, including health information management, medical records managers, business office managers, billing managers, medical information services personnel, department heads, nurse managers/clinicians, physicians, nurse practitioners, physician assistants, dentists, dental assistants and hygienists, pharmacists and other healthcare professionals.

Your trainer is an expert in the latest HIPAA compliance issues affecting healthcare organizations.

We hand-pick our trainers according to their subject matter expertise, their ability to convey information in a manner that's both comprehensive and easy to understand and their professional experience in the topics they teach. Sure, they are engaging, animated speakers, skilled in adult learning techniques — but first and foremost, our trainers are experts. You can rest assured your trainer for HIPAA Compliance is a true HIPAA specialist, up-to-date on all the latest government mandates, rules and regulations.

Don't wait to enroll! At this price, this workshop is sure to fill fast, and once the seats are reserved, they're gone! Call today to save your spot!



Free Digital Resources for Every Participant



Your registration includes a variety of seminar resources that highlight pertinent information.

These materials are offered digitally—making learning interactive and easily accessible.

Reference these materials time and time again to recall key points and problem solve.

Registration information

Enroll Today! Hurry, our seats fill fast. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

Program Schedule:

Check-in: 8:30 a.m. – 9:00 a.m.
Program: 9:00 a.m. – 4:00 p.m.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.careertrack.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- Lunch and parking expenses are not included.
- Dressing in layers is recommended due to room temperature variations.
- You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 4 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

Tax Deduction

If the purpose of attending a CareerTrack program is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Units (CEUs)

CareerTrack offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. Questions or concerns should be directed to your professional licensing board or agency.

Continuing Professional Education (CPE)

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To obtain a certificate documenting your completion and/or CEU or CPE credits, please visit www.careertrack.com/certificate. Certificates will be available 10 days after your event has ended.

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YES!

I'm ready to learn the latest HIPAA privacy standards. Enroll me today! Group discounts available; see page 7 for details.

SEMINAR
1

Seminar City: _____
Seminar Date: _____ City Event#: 2 | | | | |

YOUR ORGANIZATION
2

Organization: _____
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City: _____ St: _____ ZIP: _____
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Approving Mgr's Name: Mr. _____
 Ms. _____
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WHO WILL BE ATTENDING
3

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 Ms. _____
Job Title: _____
Email (required): _____ Business Home
 Mr. _____
 Ms. _____
Job Title: _____
Email (required): _____ Business Home
Please list additional names on a separate sheet.

METHOD OF PAYMENT
4

Important: Send your payment now. Tuition is due before the workshop. Please make checks payable to CareerTrack and return form to: P.O. Box 738002, Dallas, TX 75373-8002. Our federal ID# is 92-2053228 (FEIN).
Please add applicable state and local tax to your payment for programs held in Hawaii (4.166%; plus applicable county surcharge), South Dakota (6.5%) and West Virginia (6%; plus applicable local tax).
Please check one of the following:
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Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you've already registered by phone, by fax or online, please do not return this form.

REGISTRATION FORM – HIPAA Compliance for Healthcare Professionals