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EMPOWERING THE 21ST CENTURY BUSINESS OWNER

# HIPPA & YOUR COMPANY

**CLIENT:**

**UNDERSTANDING YOUR BUSINESS**

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CREATE A COMPANY & LEAVE A LEGACY

AMPLIFY.UNITE.RESTORE.INSPIRE.



# HIPPA and your Business:

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## The Case for HIPPA in your Business

HIPAA compliance is required for covered entities, such as healthcare providers, health plans, and healthcare clearinghouses, as well as their business associates who handle protected health information (PHI) on their behalf. However, I can provide you with a general outline of the steps involved in achieving HIPAA compliance:

1. **Determine your HIPAA Status:** Assess whether your organization is a covered entity or a business associate. Covered entities include healthcare providers, health plans, and healthcare clearinghouses. Business associates are organizations that handle PHI on behalf of covered entities, such as third-party billing companies, IT vendors, or transcription services.
2. **Conduct a Risk Assessment:** Perform a comprehensive risk assessment of your organization to identify potential vulnerabilities and risks to the confidentiality, integrity, and availability of PHI. This assessment should include physical, administrative, and technical safeguards.
3. **Develop Policies and Procedures:** Create and implement policies and procedures that address the requirements of the HIPAA Privacy Rule and Security Rule. These policies should cover areas such as privacy practices, security controls, employee training, breach response, and business associate agreements.
4. **Train Employees:** Provide HIPAA training to all employees who handle PHI. This training should cover the organization's policies and procedures, security awareness, and the importance of protecting patient privacy and data security.



5. **Implement Physical and Technical Safeguards:** Implement physical safeguards, such as secure access controls, video surveillance, and restricted areas, to protect PHI stored in physical formats. Implement technical safeguards, such as encryption, access controls, and regular system updates, to protect electronic PHI (ePHI).
6. **Develop Business Associate Agreements:** If your organization is a covered entity, establish written agreements with business associates that define their responsibilities for protecting PHI and ensure compliance with HIPAA regulations.
7. **Establish Privacy Practices:** Develop and distribute a Notice of Privacy Practices that informs patients about their rights regarding the use and disclosure of their PHI. Ensure that patients understand how their information will be used, who will have access to it, and their rights to access and amend their records.
8. **Conduct Internal Audits:** Regularly conduct internal audits and reviews to assess compliance with HIPAA regulations. This includes reviewing policies and procedures, conducting risk assessments, and monitoring security measures.
9. **Respond to Breaches:** Establish protocols for responding to potential data breaches or security incidents involving PHI. Develop an incident response plan to address breaches promptly, mitigate risks, and notify affected individuals, as required by HIPAA.
10. **Maintain Documentation:** Keep records of your organization's HIPAA compliance efforts, including policies and procedures, risk assessments, training materials, and incident response documentation. These records will serve as evidence of your compliance efforts if audited or investigated.

It's important to note that achieving HIPAA compliance is an ongoing process. Regular monitoring, updates to policies and procedures, staff training, and staying informed about any changes to HIPAA regulations are essential to maintaining compliance and protecting patient privacy and data security. Consulting with legal and compliance professionals experienced in HIPAA regulations can provide further guidance tailored to your specific organization's needs.