



The No-Hassle Guide to HIPAA Policies: A Privacy and Security Toolkit, Second Edition

HCPPro, Kate Borten CISSP CISM

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The No-Hassle Guide to HIPAA Policies: A Privacy and Security Toolkit, Second Edition, is a clear, comprehensive, and user-friendly resource with 40 sample policies and 21 sample forms to help ensure HIPAA compliance.

Covered entities and their business associates can customize the sample forms and policies to meet the needs of their organizations and satisfy longstanding HIPAA requirements and new Omnibus Rule requirements. The sample forms and policies are also available in the online Appendix to facilitate use and customization.

WHAT'S NEW?

Revisions in this edition that pertain to the Omnibus Rule apply to the following privacy rights and organizational responsibilities:

- Privacy and security incident response
- BA contracts
- Uses and disclosures of protected health information (PHI) for fundraising
- Uses and disclosures of PHI for marketing and sale
- Right to inspect, copy, and request transmittal of one's PHI
- Right to request restrictions on one's PHI
- Notice of privacy practices
- Updated policies and forms

BENEFITS

The HIPAA Omnibus Rule (enforceable September 23, 2013) made significant changes to the healthcare landscape by expanding patient privacy rights and organizations obligations. This set of revised privacy and security policies and forms will help covered entities and business associates (BA) develop clearly written policies and associated procedures that describe the rules by which the workforce operates. This helps ensure consistency in how work processes are performed and establishes expectations for workforce conduct.

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Preface

Introduction

- Terms
- All About Policies
- What Are HIPAA Policies?
- How to Use This Book

Section I: Where Privacy and Security Intersect

- Roles and Responsibilities
- Combined Privacy and Security Policies

Section II: Privacy

- Other Regulations
- Forms
- Covered Entity Use and Disclosure of PHI
- Individual Privacy Rights Concerning PHI

Section III: Security

- Administrative Safeguards
- Physical Safeguards
- Technical Safeguards

Appendix

Glossary of HIPAA Terms

- Business associate (BA) 45 CFR 160.103
- Covered entity (CE) 45 CFR 160.103
- Designated record set (DRS) 45 CFR 164.501
- Disclosure 45 CFR 160.103
- Genetic information 45 CFR 160.103
- Healthcare operations 45 CFR 164.501
- Individually identifiable health information 45 CFR 160.103
- Marketing 45 CFR 164.501
- Payment 45 CFR 164.501
- Protected health information (PHI) 45 CFR 160.103
- Psychotherapy notes 45 CFR 164.501
- Research 45 CFR 164.501
- Treatment 45 CFR 164.501
- Use 45 CFR 160.103
- Workforce 45 CFR 160.103

WHO SHOULD READ THIS BOOK?

This book is a valuable resource for the following covered entity and business associate staff members:

- Chief information officers
- Compliance officers
- Healthcare officers charged with HIPAA compliance
- HIM directors
- Information technology managers
- Information security officers
- Privacy officers
- Privacy officials
- Risk managers

- Security officers

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