

## HIPAA Privacy & Security Policies and Procedures: Covering the Bases Without Overburdening Staff

Webinar #T4058

### DATE AND TIME

July 20, 2017

12:30 - 2:00 p.m. CT

### OVERVIEW

This session will focus on the development and implementation of the necessary policies and procedures for HIPAA compliance, for everything from Minimum Necessary to Breach Notification. The policy and procedure requirements will be identified, and the topics that should be covered for each of the rules will be enumerated. Typical policy language will be identified, with an emphasis on the need to customize and right-size policies for each organization.

Furthermore, Privacy Rule topics will include everything from patient rights, like access and amendment of records, to uses and disclosures, such as how to define the appropriate routine and non-routine uses and disclosures and the controls on their application. In addition, we will discuss Privacy Rule topics relating to the management of your HIPAA compliance, such as documentation and training.

### TARGET AUDIENCE

Compliance officers, privacy and security officers, health information management leadership and staff, information security, and patient relations, as well as staff in patient intake and front-line patient relations. Also, others interested in or responsible for patient communications, information management, and privacy and security of protected health information (PHI) under the Health Insurance Portability and Accountability (HIPAA) Act should attend.

### OBJECTIVES

1. Discuss the essential policies and procedures that must be in place for HIPAA compliance.
2. Identify the difference between policies and procedures, and what belongs in a policy and what belongs in a procedure.
3. Describe how to right-size policies for your organization.
4. Explain the importance of comparing your policies and procedures to your actual practices and making the necessary adjustments to synchronize them.

### FACULTY

**Jim Sheldon-Dean, Founder & Director**

Compliance Services Lewis Creek Systems, LLC

Jim Sheldon-Dean is the founder and director of compliance services at Lewis Creek Systems, LLC. He is a frequent speaker regarding HIPAA, including speaking engagements at numerous national health care association conferences and conventions, and the annual NIST/OCR HIPAA Security Conference. Mr. Sheldon-Dean has more than 16 years of experience specializing in HIPAA compliance, more than 34 years of experience in policy analysis and implementation, business process analysis, information systems and software development, and eight years of experience as a Vermont certified volunteer emergency medical technician. Mr. Sheldon-Dean has no real or perceived conflicts of interest that relate to this presentation.

### PRICE

\$195 per connection for members.

\$390 per connection for non-members.

Note: The fee is for one phone line with unlimited participants. For example, 10 employees can participate for only \$19.50 ea!

**For more  
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