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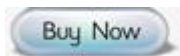
## HIPAA Compliance Template Suites

### Covered Entity HIPAA Compliance Tool (Less than 50 employees)

- 1) [Small Business HIPAA Security Contingency Plan Template Suite \(\\$549\)](#)
- 2) [HIPAA Security Policies Template Suite for Small Business Covered Entity \(\\$495\)](#)
- 3) [HIPAA Privacy Policies & Procedures Template Suite for Small Business Covered Entity \(\\$300\)](#)
- 4) [HIPAA Risk Analysis Template Suite \(\\$495\)](#)
- 5) [HIPAA Audit Templates Suite \(\\$300\)](#)

**[Total cost: \\$1890 \(value \\$2139\)](#)**

OPTION to buy [HIPAA Compliance officer training with this suite](#), visit



### Covered Entity HIPAA Compliance Tool (More than 50 employees)

- 1) [HIPAA Security Contingency Plan Template Suite \(\\$1200\)](#)
- 2) [HIPAA Security Policies Template Suite for Covered Entity \(\\$495\)](#)
- 3) [HIPAA Privacy Policies & Procedures Template Suite for Covered Entity \(\\$300\)](#)
- 4) [HIPAA Risk Analysis Template Suite \(\\$495\)](#)
- 5) [HIPAA Audit Templates Suite \(\\$300\)](#)

**[Total cost: \\$2490 \(value \\$2790\)](#)**

OPTION to buy [HIPAA Compliance officer training with this suite](#), visit



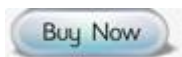
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### **Business Associate Compliance Tool (Less than 50 Employees)**

- 1) [Small Business HIPAA Security Contingency Plan Template Suite \(\\$549\)](#)
- 2) [HIPAA Security Policies Template Suite for Small Business Associate \(\\$495\)](#)
- 3) [HIPAA Privacy Policies & Procedures Template Suite for Small Business Associate \(\\$300\)](#)
- 4) [HIPAA Risk Analysis Template Suite \(\\$495\)](#)
- 5) [HIPAA Audit Templates Suite \(\\$300\)](#)

**Total cost: \$1890 (value \$2139)**

OPTION to buy [HIPAA Compliance officer training with this suite](#), visit

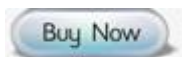


### **Business Associate HIPAA Compliance Tool (More than 50 employees)**

- 1) [HIPAA Security Contingency Plan Template Suite \(\\$1200\)](#)
- 2) [HIPAA Security Policies Template Suite for Business Associate \(\\$495\)](#)
- 3) [HIPAA Privacy Policies & Procedures Template Suite for Business Associate \(\\$300\)](#)
- 4) [HIPAA Risk Analysis Template Suite \(\\$495\)](#)
- 5) [HIPAA Audit Templates Suite \(\\$300\)](#)

**Total cost: \$2490 (value \$2790)**

OPTION to buy [HIPAA Compliance officer training with this suite](#), visit



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## **1) HIPAA SECURITY CONTINGENCY PLAN TEMPLATE SUITE**

### **Documents in HIPAA Contingency Plan Template Suite:**

#### **Sub Section: Conducting a Business Impact Analysis (BIA)**

- Conducting a Business Impact Analysis (Guide) (23 pages)
- Long Version Business Impact Analysis Template (21 pages)
- Short Version Business Impact Analysis Template (6 pages)
- Applications and Data Criticality Analysis Template (24 pages)
- Final Business Unit Report Template includes following sub documents (8 pages)
- Department Financial Impact Chart Template (1 page)
- Department Operational Impact Chart Template (1 page)
- Department Legal/Regulatory Chart Template (1 page)
- Final Executive Management Report Template includes following sub documents (23 pages)
- Combined Financial Impact Chart Template (2 pages)
- Combined Operational Impact Chart Template ( 3 pages)
- Combined Legal/Regulatory Chart Template (1 page)
- Combined People Over Time Chart Template (3 pages)

#### **Sub Section: Conducting a HIPAA Risk Assessment**

- Conducting a Risk Assessment (Guide) (15 pages)
- Risk Assessment Template (17 pages)
- Risk Assessment Worksheet (14 pages)
- Executive Risk Assessment Findings Report (15 pages)
- Preventative Measures Examples (6 pages)
- Final Facility Risk Assessment Report (10 pages)
- Executive Report Charts Template (5 Charts) (5 pages)

#### **Sub Section: Selecting and Implementing Recovery Strategies**

- Implementing Recovery Strategies includes following sub documents (15 pages)
- Contingency Planning Process (8 pages)

#### **Sub Section: Sample Documents**

- Example of Completed Long Version BIA (24 pages)
- Example of Completed Short Version BIA (4 pages)
- Example of Completed App & Data Criticality Analysis (39 pages)
- Example of Completed Business Unit Final Report (8 pages)
- Example of Charts to support Business Unit Final Report (3 Charts) (3 pages)
- Example of Completed Executive Management Report (40 pages)
- Example of Completed Risk Assessment (17 pages)
- Example of Completed Final Risk Assessment Report (16 pages)
- Example Completed Risk Assessment Worksheet (14 pages)

#### **Sub Section: Contingency Program Policy & Standards**

- Business Impact Analysis Policy includes following sub document (12 pages)
- Business Impact Analysis Standard (14 pages)
- Risk Assessment Policy includes following sub document (11 pages)
- Risk Assessment Standard (11 pages)
- Contingency Planning Policy includes following sub documents (10 pages)
- Disaster Recovery Planning Standard (69 pages)
- Emergency Mode Operation Plan Standards (14 pages)
- Business Resumption Planning Standards (20 pages)
- Testing and Revision Policy will includes following sub documents (17 pages)
- Testing & Revision Standards (14 pages)
- Data Backup Plan Policy Template will include following sub documents (15 pages)
- Data Backup Standard (8 pages)
- Training & Awareness Standard (7 pages)
- Instructions on how to update all standards (3 pages)

#### **Sub Section: Appendix Documents (Help Guides / Templates)**

- Types of Contingency Plans (9 pages)

#### **Sub Section: Data Backup and Storage Plan**

- Data Backup Plan (DBP) Template (18 pages)
- Data Backup Plan (DBP) development Guide (11 pages)

#### **Sub Section: Disaster Recovery Plan**

- Application Recovery Template (23 pages)
- Application Recovery Plan Development Guide (18 pages)
- Network Recovery Template (20 pages)
- Network Recovery Plan Development Guide (15 pages)
- Database Recovery Template (19 pages)
- Database Recovery Plan Development Guide (16 pages)
- Server Recovery Template (19 pages)
- Server Recovery Plan Development Guide (15 pages)
- Telecommunications Recovery Template (19 pages)
- Telecom Recovery Plan Development Guide (17 pages)
- Disaster Recovery Plan Overview (38 pages)
- Disaster Recovery Plan Development Guide (17 pages)

#### **Sub Section: Emergency Mode Operation Plan**

- Dept. Business Resumption Plan Template (16 pages)
- Emergency Operation Plan (18 pages)
- Emergency Mode Operation Planning Standards (38 pages)
- Emergency Mode Operations Plan Development Guide (11 pages)

#### **Sub Section: Testing and Revision Plan**

- Testing and Revision Program including following sub documents (18 pages)

- Business Unit Test Plan (16 pages)
- Business Unit Test Plan Development Guide (10 pages)
- Technology Test Plan (18 pages)
- Technology Test Plan Development Guide (10 pages)
- Test Schedule (2 pages)
- Business Unit Plan Audit Checklist (6 pages)
- Application Plan Audit Checklist (7 pages)
- Database Plan Audit Checklist (6 pages)
- Disaster Recovery Audit Checklist (6 pages)
- Network Plan Audit Checklist (6 pages)
- Server Plan Audit Checklist (6 pages)
- Telecom Plan Audit Checklist (6 pages)
- Audit Notification Memo (1 page)
- Plan Audit Final Report Template (1 page)
- Test Notification Memo (1 page)
- Type of Tests (1 pages)

#### Sub Section: Sample Documents

- Example of Completed Data Backup Plan (18 pages)
- Example of Completed Disaster Recovery Plan (38 pages)
- Example of Completed Application Recovery Plan (23 pages)
- Example of Completed Emergency Mode Op Plan including following sub documents:
  - Accounting EMOP (42 pages)
  - BIOMED EMOP (37 pages)
  - Corporate Communications EMOP (38 pages)
  - Emergency Services EMOP (37 pages)
  - Facilities & Security EMOP (38 pages)
  - Human Resources EMOP (38 pages)
  - Laboratory EMOP (38 pages)
  - Materials Management EMOP (38 pages)
  - Pharmacy EMOP (37 pages)
  - Surgery EMOP (36 pages)
- Example Business Unit Test Plan (14 pages)
- Example Technology Unit Test Plan (16 pages)
- Example Test Schedule (2 pages)
- Example Audit Notification Memo (1 page)
- Example Business Plan Audit Checklist (6 pages)
- Example Final Audit Report (2 pages)
- Example Audit Follow Up Memo (1 page)
- Example Test Notification Memo (2 pages)

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## **2) HIPAA SECURITY POLICY TEMPLATE SUITE**

### **[View Sample Policy](#)**

#### **I. Policies on the Standards for Administrative Safeguards**

- Breach Notification Policy
- Security Management Process
- Risk Analysis
- Risk Management
- Sanction Policy
- Information System Activity Review
- Assigned Security Responsibility
- Workforce Security
- Authorization and/or Supervision
- Workforce Clearance Procedure
- Termination Procedures
- Information Access Management
- Access Authorization
- Access Establishment and Modification
- Security Awareness & Training
- Security Reminders
- Protection from Malicious Software
- Log-in Monitoring
- Password Management
- Security Incident Procedures
- Response and Reporting
- Contingency Plan
- Data Backup Plan
- Disaster Recovery Plan
- Emergency Mode Operation Plan
- Testing and Revision Procedure
- Applications and Data Criticality Analysis
- Evaluation
- Business Associate Contracts and Other Arrangements
- Business Associate Agreement
- Execution of Business Associate Agreements with Contracts

#### **II. Policies on the Standards for Physical Safeguards**

- Facility Access Controls
- Contingency Operations
- Facility Security Plan
- Access Control and Validation Procedures
- Maintenance Records



- Workstation Use
- Workstation Security
- Device and Media Controls
- Disposal
- Media Re-use
- Mobile Device Policy
- Accountability
- Data Backup and Storage

### **III. Policies on the Standards for Technical Safeguards**

- Access Control
- Unique User Identification
- Emergency Access Procedure
- Automatic Logoff
- Encryption and Decryption
- Audit Controls
- Integrity
- Mechanism to Authenticate Electronic Protected Health Information
- Person or Entity Authentication
- Transmission Security
- Integrity Controls
- Encryption

### **IV. Organizational Requirements**

- Policies and Procedures
- Documentation
- Isolating Healthcare Clearinghouse Function
- Group Health Plan Requirements

### **V. Supplemental Policies for Required HIPAA Policies**

- Wireless Security Policy
- Email Security Policy
- Analog Line Policy
- Dial-in Access Policy
- Automatically Forwarded Email Policy
- Remote Access Policy
- Ethics Policy
- VPN Security Policy
- Extranet Policy
- Internet DMZ Equipment Policy
- Network Security Policy

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### **3) HIPAA PRIVACY POLICY TEMPLATE SUITE**

#### **[View Sample Policy](#)**

The templates suite includes following HIPAA Privacy policies and procedures.

- Accept Access Request
- Accounting for Disclosures
- Acknowledgement of Receipt
- Amendment to Record Form
- Authorization for Release of Protected Health Information
- Authorization To Use Disclose Protected Health Information
- Business Associate Agreement
- Business Associate Contracts and Other Arrangements
- Complaint Process
- Data Use Agreement Template
- De-identified Information and Limited Data Sets
- Denial Access Request
- Denial Request to Amend Form
- Disclosure Accounting Log for Medical Information
- Disclosure of PHI with and without authorization Template
- Disclosures Record Form
- Document Retention Requirements
- EHR accounting of disclosures
- Employee Confidentiality Agreement
- Execution of Business Associate Agreements with Contracts
- Health Plan Notice of Privacy Practices
- HIPAA Accept Amend Request Form
- Identifying PHI and Designated Record Sets
- Minimum Necessary
- Multi-Organization Arrangements
- Notice of Privacy Practices
- Patient Right to Access PHI
- PHI Release by Whistleblowers
- Privacy Officer
- Receipt of Payment when Disclosing PHI
- Release for Abuse Neglect or Domestic Violence
- Release for Confidential Communications
- Release for Fundraising Purposes
- Release for Health Oversight
- Release for Judicial or Administrative Proceedings
- Release for Law Enforcement
- Release for Marketing Purposes
- Release for Public Health
- Release for Research Purposes



- Release for Specific Government Functions
- Release for Workers Compensation
- Release of Information for Deceased Patients or Plan Members
- Release of Information for Legal Representatives
- Release of Information to a Minor
- Release of Information to a Minor's Parents
- Release of Information to Friends and Family Members
- Release of Psychotherapy Notes
- Release to Avert Serious Threat to Safety
- Request Confidential Communications Template
- Request Restriction
- Request to Amend Patient or Plan Member Record
- Requests for Restriction policy
- Required PHI Disclosures
- Right to Object to Release for Certain Purposes
- Safeguarding PHI
- Training Requirements
- Workforce Sanctions

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#### **4) HIPAA SECURITY RISK ANALYSIS TEMPLATE SUITE**

List of documents in HIPAA Security Risk Analysis Template

- Asset Inventory Worksheet
- Risk Analysis Checklist
- Risk Analysis Sample Final
- Risk Analysis Template
- Risk Assessment Executive Presentation
- HIPAA Security Risk Assessment Scorecard
  - Overview spreadsheet
  - Administrative safeguard spreadsheet
  - Technical safeguard spreadsheet
  - Physical safeguard spreadsheet
  - Organizational safeguard spreadsheet
- Sample Privacy & Security Risk Analysis Executive Report 2013-Short Version
- Threat Matrix Worksheet

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## **5) HIPAA AUDIT TEMPLATE SUITE**

List of documents for HIPAA Audit Template:

- HIPAA Comprehensive Audit Checklist
- HIPAA Privacy & Security Audit Report - Sample
- HIPAA Security Abbreviated Audit Checklist final
- HIPAA Security Audit Executive Presentation
- Information Security Audit Template

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## **6) SMALL BUSINESS DISASTER RECOVERY PLAN AND BUSINESS CONTINUITY TEMPLATE SUITE**

This template suite contains templates for:

1. Business Impact Analysis (BIA)
2. Risk Assessment
3. Data Backup and Storage Plan
4. Disaster Recovery Plan (DRP)
5. Business Continuity Plan (BCP)
6. BCP & DRP Policy and Standards
7. Recovery Strategies

### **Business Impact Analysis**

- Enterprise Business Impact Analysis Survey - Short (15 pages)
- Example - BIA Survey Short Version (13 pages)
- Guide to Conducting a Business Impact Analysis (27 pages)

### **Department Recovery Plan**

- Department Recovery Plan Template (28 pages)
- Guide to Documenting Department Continuity Plans (19 pages)
- Example Plans - Accounting Recovery Plan (27 pages)
- Example Plans - Corporate Communications Recovery Plan (25 pages)
- Example Plans - Human Resources Recovery Plan (26 pages)

### **Disaster (Technology) Recovery Plan**

- Disaster Recovery Plan Template (47 pages)
- Example - Disaster Recovery Plan (42 pages)
- Guide to Documenting Disaster Recovery Plans (25 pages)

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### Data Backup Plan

- Data Backup Plan Template (18 pages)
- Data Backup Plan Development Guide (11 pages)
- Example Data Backup Plan (19 pages)

### Policy & Standards

- Business Impact Analysis Policy & Standards (24 pages)
- Department Planning Policy & Standards (23 pages)
- Disaster Recovery (Technology) Planning Policy & Standards (35 pages)
- Guide to Updating Policies & Standards (5 pages)
- Risk Assessment Policy & Standards (19 pages)

### Risk Assessment

- Example - Risk Assessment Worksheet (15 Worksheets)
- Guide to Conducting a Risk Assessment (21 pages)
- Preventative measures (6 pages)
- Risk Assessment Worksheet (15 Worksheets)

### Strategy Documents

- Contingency Planning Process (16 pages)
- Selecting and Implementing Recovery Strategies (19 pages)
- Types of Contingency Plans (9 pages)
- Guidance for using Template Suite - Small Business (13 pages)
- Project Plan Tasks (6 Worksheets)

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## 7) HIPAA TRAINING & CERTIFICATION

### **Certified HIPAA Privacy Security Expert (CHPSE)**

[Online Anytime training – Certified HIPAA Privacy Security Expert \(CHPSE\).](#)

 : [\\$1200](#)



### **Certified HIPAA Security Expert (CHSE)**

[Online Anytime training - Certified HIPAA Security Expert \(CHSE\).](#)

 : [\\$648](#)



### **Certified HIPAA Privacy Expert (CHPE)**

[Online Anytime training – Certified HIPAA Privacy Expert \(CHPE\).](#)

 : [\\$648](#)



### **Certified HIPAA Privacy Associate (CHPA)**

[Online Anytime training - Certified HIPAA Privacy Associate \(CHPA\)](#)

 : [\\$99](#)





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**One Hour HIPAA Employee Training – Covered Entities**

- [HIPAA Training For Healthcare Employees](#)
- [Group Health Plan HIPAA Awareness Training](#)
- [Mental Health Provider HIPAA Awareness Training](#)
- [Law Enforcement & Public Safety Professionals HIPAA Awareness Training](#)

**One Hour HIPAA Employee Training – Business Associates**

- [Business Associate HIPAA Awareness Training](#)
- [Insurance Broker-Agents HIPAA Awareness Training](#)
- [Research Organizations and Activities HIPAA Awareness Training](#)
- [HIPAA Can-Spam Awareness For Call Center Organization](#)

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