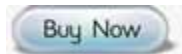




Contingency Plan for HIPAA

TEMPLATE SUITE FOR BUSINESS CONTINUITY PLAN FOR SMALL BUSINESS (LESS THAN 50 EMPLOYEES) INCLUDES

Total Cost: \$549



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)

Data Backup Plan

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



Contingency Plan for HIPAA

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)

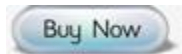
Strategy Documents

- 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)

Contingency Plan for HIPAA

HIPAA SECURITY CONTINGENCY PLAN TEMPLATE SUITE (FOR MORE THAN 50 EMPLOYEES)

Total Cost: \$1200



HIPAA Contingency Plan template suite is to be used for Disaster Recovery Planning (DRP) & Business Continuity Plan (BCP) by any establishment to follow with demands of HIPAA, JCAHO, Sarbanes Oxley (SOX), FISMA and ISO 17799. Any organization, be it big or small, can use this template and adapt to their surroundings.

- Business Impact Analysis (BIA)
- Risk Assessment
- Selecting and Implementing Recovery Strategies
- Contingency Program Policy & Standards
- Data Backup and Storage Plan
- Disaster Recovery Plan (DRP)
- Business Continuity Plan (BCP)
- Emergency Mode Operation Plan (EMOP)
- DRP & BCP Testing and Revision Plan
- Business Resumption Plan examples for depts. like Accounting, Human resources etc
- Policies and procedures
- Department Disaster Recovery Activation
- Recovery Strategies
- Training of the Disaster Recovery Team
- Testing of the Disaster Recovery Plan
- Evaluation of the Disaster Recovery Plan Tests
- Maintenance of the Disaster Recovery Plan

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)

Contingency Plan for HIPAA

- 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)



Contingency Plan for HIPAA

- 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)

Contingency Plan for HIPAA

- 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)

Request for samples: bob@training-hipaa.net
