

# Business Associate Consulting

## HIPAA and HITECH Readiness

Protecting client information is key to growing your business. With headlining breaches such as Target or eBay, your customers are growing more concerned about the security of their information. In addition, your carrier agreement requires you to be HIPAA compliant. What are you doing to protect your data?

With our service, you have the confidence to say, "yes, my agency is secure, protecting your information is our priority."

We offer the following program to safeguard client data:

### **Compliance Analysis**

A thorough assessment of your current compliance including security, privacy and risk. Followed with a report outlining critical compliance issues.



### **Documents & Guidelines**

Disaster Readiness, Incident Management, IT Standards and Risk Management – all tailored to your company.



### **Ongoing Compliance**

Annual training and monthly updates to maintain a spirit of compliance.



### **Continued Support**

Phone and email access to our PHI365<sup>SM</sup> team to assist with any questions you may have as you implement a compliance program at your office.



***Our consulting service saves you time by  
translating HIPAA into real-world practice.***

# Compliance Timeline

## Compliance Analysis

This is a one- to two-hour phone call between our compliance specialists and a main contact at your company. We discuss current privacy and security policies that are in place.

## Assessment Analysis

After you send in a follow-up questionnaire, we complete our recommendations and present an Assessment Analysis. This contains a detailed list of tasks necessary for compliance.

## Ongoing Compliance Activities

Reminders and activities are sent monthly including, but not limited to:

- Privacy (HIPAA/HITECH) Reminders
- Entry Access Policy and System Access Review
- Incident and Breach Training
- Change Logs Review
- Review Inventory of Assets
- Vulnerability and Penetration Testing
- Compliance Plan Review

## Documents & Guidelines

Utilizing the answers from the Compliance Analysis, we complete custom documentation for your company. A book and electronic copies are sent to you for review.

## Continued Support

After the documents and training have been completed, you are still maintain a spirit of compliance at your office. If any questions arise, our team is always available.