

## Frequently Asked Questions

### How can ITPC help?

Federal law requires administrative, technical and physical safeguards to ensure the integrity and confidentiality of health information and to protect against security breaches and unauthorized use or disclosure of health information. ITPC provides a comprehensive program to assist your practice in becoming 100% compliant. Our services include an assessment of your HIPAA Security readiness, policy and procedure review and corrective actions suggestions, all captured in a personalized HIPAA Security Manual.

### How much does it cost?

Contact us at [info@itpc-corp.com](mailto:info@itpc-corp.com) for a complete quote.



Contact ITPC for more information about how our HIPAA Security Manual services can be tailored to fit your practice.

[www.itpc-corp.com](http://www.itpc-corp.com)

[info@itpc-corp.com](mailto:info@itpc-corp.com)

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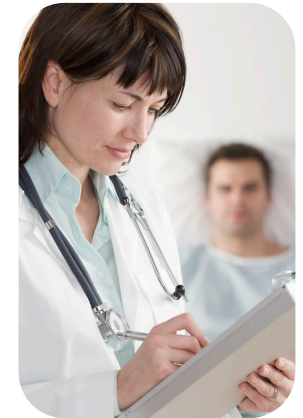
## HIPAA Security Manual Services

A HIPAA Security Manual (distinct from a HIPAA Privacy Manual) is required by federal law for practices with any patient information in an electronic format (PMS or EHR).

Not sure you're compliant?  
We can help.

# HIPAA Security Manual

ITPC can assist your practice in creating the necessary policies, procedures and documentation to complete your HIPAA Security Manual. We provide guidance through the following policies, job descriptions, IT tasks, and logs:



## “Do I need a HIPAA Security Manual?”

Most practices are familiar with HIPAA Privacy requirements. Few realize that since April 21, 2005, federal law also requires a complete HIPAA Security Manual for practices with *any* patient information in an electronic format. Since the passage of the American Recovery and Reinvestment Act, compliance with HIPAA will now be proactively audited. ITPC ensures that your practice is compliant with security standards, as documented in an up-to-date HIPAA Security Manual.

### Policies

- Security Officer Job Description
- Audit Control Policies & Procedures
- User Identification & Authentication Policies & Procedures for Electronic Information Systems
- Anti-Virus Policies & Procedures
- Workforce Clearance Procedures
- Computer Back-up Policies & Procedures
- Security Incident Policies & Procedures
- Contingency Policy & Procedure
- Contingency Plan Steps
- Business Associates Agreement
- Computer Workstation Use Policies & Procedures
- Training Policy & Checklist
- Workforce Confidentiality Agreement
- Workforce Termination Policy & Procedures
- Sanction Policy
- Data Security Breach Policy

### Job Descriptions

- Prescriptive Providers (MD/DO, PA, NP)
- Nursing (RN, LPN)
- Medical Assistants
- Support Staff

### IT

- IT Tasks Policies & Procedures
- IT Tasks HIPAA
  - Protection from Malicious Software
  - Firewall Installation
  - Encryption of Back-up Data
  - Encryption of Online Data
  - Automatic Log Off
  - Electronic /Audit Trails
  - Audit Trail on Computer Systems
  - Data Back-up Testing
  - Design & Implement User Id & Authentication Procedures for Electronic Information Systems
- Hardware & Software Inventory
- Network Mapping

### Logs & Event Records

- Audit Trail Event Record
- Security (Antivirus) Incident Report
- Security Incident Log
- Facility Maintenance Log
- Back-up Testing & Recovery Log
- Contingency Plan Checklist
- Business Associates Listings
- Training Documentation Form
- Termination Checklist
- Data Breach Record