

SecurityMetrics

# HIPAA PRIVACY AND SECURITY POLICIES

HIPAA policies and procedures aren't just paperwork—they are the blueprint to your practice's compliance plan. All employees must be formally trained on HIPAA compliance regularly.

## COMPREHENSIVE COVERAGE

Compliance with the HIPAA standard requires a number of privacy and security policies that address processes throughout your organization. SecurityMetrics' HIPAA privacy and security policies include 45 templates that provide a comprehensive policy solution for HIPAA Privacy, Security, and Breach Notification Rules creating the blueprint for your HIPAA compliance efforts.

## BUILT TO WORK WITH EXISTING POLICIES

Many organizations have already established some of the policies required for HIPAA compliance. SecurityMetrics' flexible templates let you keep your existing policies and implement only the policies missing from your organization—saving you time, money, and headaches that accompany process changes.

## COMPLIANCE EXPERTS

With expertise in HIPAA compliance programs, Payment Card Industry assessments, forensic incident response, vulnerability scanning, penetration testing, card data discovery, security appliances, training, and consulting, SecurityMetrics holds the credentials and expertise to help you reach compliance goals. If you have questions, you can rest assured we have answers.

## SECURITYMETRICS HIPAA POLICIES

### HIPAA PRIVACY POLICIES AND PROCEDURES PATIENT RIGHTS

- Accounting of Disclosures of Protected Health Information
- Amendment of Protected Health Information
- Complaints
- Notice of Privacy Practices
- Patient Access to Protected Health Information
- Request for Alternative Communication
- Restrictions to Permitted Uses and Disclosures of PHI

**SECURITYMETRICS'  
POLICIES AND  
PROCEDURES  
TEMPLATES SAVE  
YOU TIME, ENERGY,  
AND MONEY SO  
YOU CAN FOCUS  
ON MANAGING  
YOUR PRACTICE.**

## USES AND DISCLOSURES OF PHI

- Authorization for Release of Protected Health Information
- Disclosure of Alcohol and Substance/Drug Abuse Records
- Marketing and Fundraising
- Minimum Necessary for Uses and Disclosures of PHI
- Responding to Subpoena and Court Order
- Use and Disclosure of Limited Data Sets
- Uses and Disclosures of Protected Health Information for Research
- Uses and Disclosures of Protected Health Information for the Directory
- Uses and Disclosures of Protected Health Information Permitted and Required by Law without Authorization

## GENERAL RULES

- Business Associate and Business Associate Agreement
- Emailing Protected Health Information
- Faxing Protected Health Information
- Personal Representatives
- Safeguarding and Storing Protected Health Information
- Verification of Identity and Authority of Persons Requesting PHI
- Administrative
- Breach of Protected Health Information and Breach Notification
- De-Identification of Protected Health Information
- Designed Record Set
- Privacy Official Designation
- Sanctions

## DOCUMENTATION

- Destruction of Protected Health Information
- Retention of Protected Health Information

## HIPAA SECURITY POLICIES AND PROCEDURES

- HIPAA Information Security Policy
- Business Associate Compliance Monitoring
- Business Continuity Plan
- Business Impact Analysis
- Data Integrity Procedures
- Employee Handbook
- Firewall Configuration Standards
- Incident Response
- Job Descriptions
- NTP Configuration Procedures
- Operating Procedures
- Physical Security Procedures
- Risk Treatment Proposal
- Security Awareness Training Procedure
- Vulnerability Discovery and Risk Ranking
- Workstation Functions

### ABOUT SECURITYMETRICS

SecurityMetrics is a global leader in data security and compliance that enables businesses of all sizes to comply with financial, government, and healthcare mandates. Since its founding date, the company has helped over 1 million organizations protect their network infrastructure and data communications from theft and compromise with exceptional value to customers worldwide. SecurityMetrics HIPAA auditors hold the certification of HealthCare Information Security and Privacy Practitioner. Among other services, SecurityMetrics offers HIPAA assessments, PCI audits, penetration tests, security consulting, data discovery, and forensic analysis.