

▶ HIPAA Privacy & Security Compliance Services

Findley Davies' HIPAA Compliance Services team works with plan sponsors of group health plans to help them meet their obligations under the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Our services include assisting with—

Business Associate Agreements (BAAs)

- Identification of relationships that require BAAs
- Review/development of BAAs

Notice of Privacy Practices

- Review/development of Notice of Privacy Practices
- Understanding and meeting delivery requirements

HIPAA Privacy Policy and Procedures

- Review/development of privacy policies and procedures

HIPAA Security Policy and Procedures

- Identification of electronic Protected Health Information (ePHI) within the organization
- Conducting a risk assessment to identify vulnerabilities and risks of unauthorized use and disclosure of ePHI
- Identification and review of current administrative, technical and physical safeguards
- Review/development of security policies and procedures

Other HIPAA-Related Documentation

- Review/development of HIPAA Privacy and Security Officer job descriptions and designations
- Review/development of group health plan amendments
- Review/development of certification of plan amendments
- Review/development of hybrid entity designations

Training

- Preparation of training materials
- Facilitating webinars for HR staff

Other HIPAA-Compliance Items

- Applying for and obtaining a health plan identifier number (HPID) for use in HIPAA standard transactions (11/5/14 for plans with total receipts in excess of \$5 million during the most recent plan year; 11/5/15 for all others)
- Preparation for certification from independent vendors of compliance with HIPAA standard transaction rules

Why Do Group Health Plans Need to Be in Compliance?

Group health plans are covered entities subject to HIPAA privacy and security requirements. Many plan sponsors are involved in the administration of their group health plans and bear much of the compliance responsibility and risk. These risks include significant monetary penalties for non-compliance, as well as bad publicity.

HIPAA Compliance Audits on the Rise

HIPAA compliance audits are required by the U.S. Department of Health and Human Services and the Office of Civil Rights to be conducted periodically. Phase II audits are set to begin in July 2014. These upcoming audits will include audits with narrower focus, desk audits, and the auditing of a minimum of 50 business associates.

Findley Davies provides guidance on how best to prepare for audits such as HIPAA Phase II. It is important for all covered entities and associates to begin the process of reviewing their HIPAA documents and address any outstanding deficiencies before your firm is audited.

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for a changing workforce*