

Compliance Plan for [YOUR COMPANY]

Tax ID# _____

Section I. Budget

The yearly implementation budget is as follows:

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|-------------------------------|----------|
| 1. HIPAA compliance officer | \$ _____ |
| 2. HIPAA compliant computers | \$ _____ |
| 3. HIPAA compliant software | \$ _____ |
| 4. HIPAA staff training | \$ _____ |
| 5. HIPAA rules implementation | \$ _____ |

Section II. Implementation Strategy

There are three phases to our strategy. The phases are Awareness, Operational Assessment, and Development & Testing.

1. Awareness

We are committed to obeying both the letter and the spirit of the Health Insurance Portability and Accountability Act. In order to meet this goal we have a HIPAA compliance officer who is trained and in charge of our compliance plan. Their duties are to oversee all transactions involving protected information, train all staff on privacy, and handle discipline regarding violations. In addition, we have a yearly budget set aside for continuing education.

2. Operational Assessment

We have examined our filing system, computer hardware and computer software for HIPAA compliance and certify that it does meet with all Transaction and Code Set standards. Our computer systems have been tested by _____ and been found in compliance. The security and privacy of our internal files have been examined by _____ (the HIPAA compliance officer) who certifies all systems as HIPAA compliant. All internal implementation issues have been resolved and policies and procedures are being followed the the letter.

3. Development & Testing

Development and testing is ongoing as we upgrade our system to keep current with all changes to HIPAA law and improvement in technology. Any proposed changes to legislation now in place are studied well in advance of the compliance date. Necessary changes are then made to policy tested and implemented before the date by which changes are required. Any significant changes to computer hardware or software sare tested by an outside vendor _____ and certified for compliance before being used. Staff training by the Compliance Officer occurs every Monday morning during which time the staff is free to make suggestions or raise concerns on HIPAA compliance. In addition the Compliance Officer and/or staff attend HIPAA compliance training sessions by outside vendors annually.