Dear healthcare professional:

HCPro has led the industry in providing healthcare organizations with trusted HIPAA information and tools since well before the rule first became effective in 1996 and through all of the changes that followed. We helped you to prepare your organization then, and continue to deliver products and services in a wide range of formats: audio conferences for group updates, books to guide you through challenging projects, newsletters to stay on top of your game, and online learning for the most effective role-based education around.

We know how difficult it can be to keep up with changes to HIPAA regulations and guidelines. That’s why our HCPro products will help you successfully meet that challenge. We stay on top of all the changes and analyze what they mean for healthcare organizations like yours. With ever-increasing demands on your time, HCPro is committed to providing you with a reliable source for updates, analysis, and best-in-class education.

We are proud to bring you our first catalog of HIPAA resources, featuring the products that can help you and your organization excel during the coming year.

Lauren McLeod
Editorial Director
HCPro, Inc.
Danvers, MA

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Briefings on HIPAA

Price: $349/year
Order Code: BOH

Briefings on HIPAA is a 12-page monthly newsletter that gives you news, analysis, and training advice from lawyers and experts in the field.

HIPAA audits are heating up, and your organization will need to be prepared in order to reduce the risk of expensive breaches. To comply with HIPAA, you need strong, effective policies and procedures. Do you have the tools you need to guide, develop, document, and maintain compliance? You will with Briefings on HIPAA.

Briefings on HIPAA was created exclusively for healthcare professionals who deal with patient confidentiality and data security issues. Every issue will help you:

• Educate staff about information security, privacy, and confidentiality issues
• Train staff to comply with the Privacy Rule’s minimum necessary requirement
• Prepare business associate contracts and monitor compliance
• Comply with the marketing provisions of the final HIPAA rules
• Transmit and protect patient information
• Learn about breaking HIPAA news and audit results
• Keep your policies and procedures current and complete

The Practical Guide to Release of Information

Price: $149
Order Code: HIMDG

Release of information (ROI) is an ongoing challenge for healthcare facilities and physician offices as they strive to comply with changing regulations that determine how and when to release a patient’s private health information. Here’s a book that provides the information and guidance that health information management professionals seek. The Practical Guide to Release of Information offers advice that will help ensure your ROI department processes requests in a timely and compliant manner. Download any of the forms and policies included on the companion CD-ROM and make your processes even stronger.

h-mail, Fourth Edition: HIPAA and HITECH Privacy and Security Training Reminders for Healthcare Staff

Price: $149
Order Code: HML4
Author: Kate Borton, CISSP, CISM

Take the worry out of HIPAA with these training reminders for the next 52 weeks

Continuing the excellence of the earlier editions, h-mail, Fourth Edition: HIPAA and HITECH Privacy and Security Training Reminders for Healthcare Staff is a creative, cost-effective solution to establish and reinforce privacy and security awareness at your facility. This CD-ROM resource contains 52 new, unique, and customizable messages—an entire year’s worth of valuable educational reminders—that you send via email to your facility’s workforce. These realistic training exercises have been updated to reinforce HIPAA and HITECH principles and breach notification points.

Your CD-ROM will include:

• 52 new privacy and security messages
• An interactive game staff can play to reinforce learning
• Cartoons in JPEG and GIF format to aid retention and add some humor to your training emails
• A Microsoft® PowerPoint® presentation for more detailed training sessions

HIPAA Weekly Advisor

FREE
Order Code: EHPAA

Stay on top of breaking HIPAA news! Sign up for HIPAA Weekly Advisor, the free HCPro email newsletter that does the work for you by sorting through the headlines to provide the news that has an impact on your organization.

This weekly e-newsletter assists information privacy and security officers, compliance department staff members, and others whose jobs are affected by HIPAA.

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www.hcmarketplace.com/free-e-newsletters
The HIPAA and HITECH Toolkit: A Business Associate and Covered Entity Guide to Privacy and Security

**Price:** $149  
**Order Code:** HBAT  
**Author:** Kate Borten, CISSP, CISM

The HITECH Act requires HIPAA covered entities (CE) and their business associates (BA) to comply with enhanced regulatory requirements. BAs are now directly responsible to the government for complying with specific HIPAA privacy and security requirements.

*The HIPAA and HITECH Toolkit* is a valuable resource that helps both CEs and BAs meet the HITECH Act’s expanded HIPAA Privacy and Security rules and ensure compliance. Developed and written by Kate Borten, CISSP, CISM, a long-time recognized expert on the convergence of healthcare, privacy and security, and regulation, the book walks you through the HIPAA changes and their impact on your organization. The included CD-ROM is loaded with everything you need, including:

- Sample agreements/contracts for CEs and BAs  
- Spreadsheet for tracking BAs or subcontractors  
- Suggested questions for CEs and BAs  
- Breach notification requirements  
- Flow chart and checklist  
- Checklist for mandatory breach notification  
- Sample encryption policy  
- Inventory forms for safe handling of portable devices and media  
- Sample off-site work policy, user agreement, and checklist  
- Sample disposal policy  
- Slide show for workforce privacy and security training

Download, customize, and put these documents to work for you right away.

The Privacy Officer’s Handbook, Second Edition

**Price:** $149  
**Order Code:** POH2  
**Author:** Mary D. Brandt, MBA, RHIA, CHE, CHPS

*The Privacy Officer’s Handbook*, Second Edition, is your go-to reference for quick, easy-to-understand solutions that will help you address complex privacy concerns.

You’ll find:

- Detailed, thorough explanations of the Privacy Rule and the American Recovery and Reinvestment Act (ARRA) that are straightforward and easy to follow  
- References to specific sections of the Privacy Rule and ARRA to help you find the information you need within the long, complex regulations  
- Practical, easy-to-use forms that you can customize for your organization  
- Instructions to download all of the forms in the book and easily customize them for use at your facility

What’s new in the second edition? ARRA and HITECH have changed the healthcare privacy and security landscape with:

- Higher penalties  
- New breach notification rules  
- New rules governing restrictions requested by individuals  
- New prohibitions on the sale of PHI  
- Other rules pertaining to electronic health records, including accounting of disclosures

The new edition of *The Privacy Officer’s Handbook* is a comprehensive guide that uses real-life situations illustrating a variety of privacy concerns to help your organization comply with HIPAA regulations. It continues the excellence of the earlier version, delivering practical references privacy officers need to take charge of their organizations’ HIPAA compliance.

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**Price:** $149  
**Order Code:** GHA2  
**Author:** Margret Amatayakul, RHIA, FHIMSS

This second edition of the best-selling book delivers the hands-on tools and guidance you need to conduct effective in-house audits and stay off the government’s radar. Updated for the HITECH Act, this edition will help you put a strong privacy and security audit plan in place and follow it to the letter.

The guide:
- Delivers a comprehensive combination of up-to-date information and tools that facilitate HIPAA audit preparation and risk prevention
- Explains how to conduct effective in-house audits that help ensure your facility is ready if an auditor knocks on the door
- Includes new tools you can use to implement the sample plans, all of which are included on the CD-ROM
- Provides valuable and up-to-date information you need to prepare for the American Health Information Management Association’s CHPS (Certified in Healthcare Privacy and Security) examination

The No-Hassle Guide to HIPAA Policies: A Privacy and Security Toolkit

**Price:** $149  
**Order Code:** NHGHP  
**Author:** Kate Borten, CISSP, CISM

HIPAA regulations require extensive documentation. HIPAA expert Kate Borten, CISSP, CISM, wrote The No-Hassle Guide to HIPAA Policies: A Privacy and Security Toolkit the same way she writes HIPAA policy: It’s clear, unambiguous, and easy to follow. You’ll understand what you need to do and the consequences of not following through. You’ll develop and implement policies that are meaningful and—perhaps most important—enforceable.

In The No-Hassle Guide to HIPAA Policies, Borten:
- Provides her own sample privacy and security forms and includes more from leading healthcare organizations.
- Writes in clear, easy-to-understand language.
- Delivers 39 sample policies and 16 forms on the accompanying CD-ROM. Your blueprint to success is just a mouse click away.
- Shares privacy, security, and enforcement strategies for settings such as hospitals, long-term care facilities, ambulatory centers, and physician practices, as well as executive boards.

HIPAA Security Made Simple: Practical Advice for Compliance

**Price:** $109.50  
**Order Code:** HSMS  
**Author:** Kate Borten, CISSP, CISM

Written by Kate Borten, CISSP, CISM, the former chief information security officer at one of America’s leading healthcare networks, HIPAA Security Made Simple: Practical Advice for Compliance takes the mystery out of the Security Rule with practical, money-saving advice on how to comply with each of the rule’s 18 administrative, physical, and technical standards, as well as with each of the 36 underlying implementation specifications.

**HIPAA Security Made Simple** points out the common pitfalls and mistakes that healthcare organizations make in reacting to the HIPAA Security Rule. This resource will save you from frustration and wasted money and time by avoiding the misinterpretations that are widely repeated by other so-called security experts.
HCPro HIPAA Resources 2012 Catalog


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Don’t put your organization’s reputation—or its bottom line—at risk. Here’s the one video training program you need to train staff on both the HIPAA Privacy and Security Rules as well as changes that have come with HITECH.

*Privacy, Security, and You: Protecting Patient Confidentiality Under HIPAA and HITECH,* Second Edition, is the best-selling, comprehensive HIPAA training video that covers both privacy and security training in one convenient package. This video shows staff the correct way to identify and handle everyday situations that could easily turn into HIPAA violations. They will learn how to avoid the same mistakes that cost two organizations millions in settlements.

HIPAA training isn’t a one-shot effort. HIPAA regulations require ongoing training for new and existing staff. *Privacy, Security, and You* is a cost-effective way to ensure everyone in your organization is trained to meet the daily challenges that HIPAA places on healthcare workers.

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The newly redesigned HIPAA Training Library™ delivers the high-quality online learning you need for an effective, up-to-the-minute compliance training program targeted to the individual needs of employees in different roles. Courses cover PHI, notices of privacy policies, retaliatory action, reporting violations, breach/disclosure, and more, and are available for each of your training audiences:

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- Business associates
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- **Regular review by independent experts** ensures that as soon as new guidance is released, the information is incorporated into the courses.

HCPro e-learning libraries are available for site license use with volume discounts.

Courses are SCORM and AICC compliant and can be launched on our HCPro learning management system or on your own system. We are happy to assess your needs and craft the right education program for your organization. Visit [www.hipaaupdate.com](http://www.hipaaupdate.com) or call 888/268-9377 for information about building a tailored and comprehensive educational program for your staff.

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HIPAA Handbooks

Price: $99/pack of 25 copies
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HIPAA requires organizations to educate all staff members to ensure they understand their roles and responsibilities in protecting patient privacy and keeping health information secure. This best-selling series of education handbooks educates staff members about their roles in protecting patient health information. Each title includes the changes to HIPAA regulations that resulted from the HITECH Act under ARRA, signed into law in 2009.

Eleven titles. ONE series. A match for every healthcare organization.
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- Coders, Billers, and HIM Staff
- Executive, Administrative, and Corporate Staff
- Healthcare Staff
- Home Health
- Long-Term Care
- Nursing/Clinical Staff
- Nutrition, Environmental Service, and Volunteer Staff
- Physicians
- Registration and Front Office Staff

The HIPAA Handbook series:
- Provides fundamental education on privacy and security for new and seasoned staff
- Offers role-specific case scenarios that cover a variety of workplace practices and settings
- Includes information about the HITECH Act under ARRA
- Features a quiz to test retention and a certificate of completion

Don’t let a staff member’s uncertainty about how to handle a situation turn into a costly violation or damage your organization’s fine reputation. Order HIPAA Handbooks today!

Buy the titles you need for your team, or combine your needs with another department or division and earn valuable discounts for bulk purchases. You can also blend handbook training with e-learning.

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