The 10 Step HIPAA Compliance Review: How To Ensure Your Compliance Is Up To Date

**DATE**
Thursday, August 10, 2017
9:00 a.m. – 10:30 a.m. (CST)

**WHO SHOULD PARTICIPATE**
Compliance officers, privacy and security officers, leadership and staff in health information management, information security, patient relations, as well as staff in patient intake, frontline patient relations and any others that are involved in, interested in, or responsible for, patient communications, information management, and privacy and security of Protected Health Information under HIPAA.

**REGISTRATION DEADLINE**
Registrations are due into the LHA office one week prior to the webinar in order to ensure timely delivery of instructions and handout.

**LHA Website:**
http://www.lhaonline.org/events/event_list.asp

**OVERVIEW:**
It is essential today to regularly review your HIPAA compliance to make sure you are staying up to date with rule changes and are prepared to answer questions from inspectors or investigators. This webinar will step through the basics of HIPAA compliance and identify current compliance issues that should be addressed to ensure a clean report in any reviews. The topic of HIPAA compliance will be covered in a format of “10 Days to HIPAA Compliance” wherein focusing the work to be done according to 10 topic areas helps ensure the essential issues are considered. While compliance may take more than 10 days of effort depending on the organization, the 10 topic areas focus the work of the HIPAA Privacy or Security Officer so that progress in compliance can be made and documented. Being in compliance with HIPAA involves not only ensuring you provide the appropriate patient rights and controls on your uses and disclosures, but also that you ensure you have the right policies, procedures and documentation along with performance appropriate analysis of the risks to the confidentiality, integrity and availability of electronic Protected Health Information.

**LEARNING OBJECTIVES:**
Find out how to relate your office’s activities to the regulations.
- Identify the ways you can share information under HIPAA and the ways you may not;
- Discover the HIPAA requirements for access and patient preferences, as well as the requirements to protect PHI;
- Learn how to use an information security management process to evaluate risks and make decisions about how best to protect PHI and meet patient needs and desires;
- Identify what policies and procedures you should have in place for dealing with email and texting, as well as any new technology;
- Learn about the training and education that must take place to ensure your staff uses email and texting properly and does not risk exposure of PHI;
- Find out the steps that must be followed in the event of a breach of PHI; and
- Learn about how the HIPAA audit and enforcement activities are now being increased and what you need to do to survive a HIPAA audit.

**MEET YOUR FACULTY:**
Jim Sheldon-Dean is the founder and director of compliance services at Lewis Creek Systems, LLC, providing information privacy and security regulatory compliance services to a wide variety of healthcare entities. He is a frequent speaker regarding HIPAA, including speaking engagements at numerous regional and national healthcare association conferences and conventions and the annual NIST/OCR HIPAA Security Conference. He has more than 17 years of experience specializing in HIPAA compliance; more than 35 years of experience in policy analysis and implementation, business process analysis, information systems and software development; and eight years of experience doing hands-on medical work as a Vermont certified volunteer emergency medical technician.
REGISTRATION: Registrations may be sent via fax to (225) 923-1004. VISA, Master Card, Discover or American Express are accepted. All information is handled through a confidential fax and blotted out before it is forwarded to the registrar. Email confirmations will be sent to all registrants who list an accurate email address.

CANCELLATION POLICY: Cancellations received in writing up to one week prior to a scheduled event will be charged a cancellation fee of $40 (per person, per event). Cancellations received less than one week prior to the scheduled event, or individuals who fail to attend, are non-refundable. Registrants who are unable to attend an LHA educational event are permitted to, and encouraged to send a substitute without incurring a cancellation fee. Please send written notice of any substitutions prior to the scheduled event.

TRANSFER POLICY: If you are unable to attend the program for which you have registered and choose not to send a substitute, you may transfer your registration to another program. The LHA will hold your credit for a period of one year following the start date of the program for which you were originally registered. Transfers must be made in writing prior to the scheduled event, and a $40 transfer fee will be charged.

AMERICANS WITH DISABILITIES ACT: The LHA will make every effort to provide reasonable accommodations for physically-challenged attendees who require special services. When registering, please attach a written description of needs to the application.

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PRICE
- Member Hospital or Associate Member/Per Person-$200 (Includes one phone line per site)
- Corporate Member/Per Person $225 (Includes one phone line per site)
- Non-Member Hospital/Per Person-$250 (Includes one phone line per site)

Each additional phone line will be billed at the:
LHA Member/Corporate Member or Non-Member rate.

Advance registration is REQUIRED to ensure delivery of instructional materials.

Make check payable and mail to:
Louisiana Hospital Association – Management Corporation
9521 Brookline Avenue, Baton Rouge, Louisiana 70809-1431
Phone: (225) 928-0026

Fax registration to: (225) 923-1004

Name: ____________________________________________
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Fax #: ____________________________________________
Credit Card #: ______________________________________
Billing Zip Code: ________ EXP. Date:_______ CVV (3 or 4 digit code):_______
Name on Card (please print): _________________________
Signature: _________________________________________
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LHA Code #M1749030