HIPAA Compliance Template Suites

Covered Entity HIPAA Compliance Tool (Less than 50 employees)

1) Small Business HIPAA Security Contingency Plan Template Suite ($549)
2) HIPAA Security Policies Template Suite for Small Business Covered Entity ($495)
3) HIPAA Privacy Policies & Procedures Template Suite for Small Business Covered Entity ($300)
4) HIPAA Risk Analysis Template Suite ($495)
5) HIPAA Audit Templates Suite ($300)

Total cost: $1890 (value $2139)

OPTION to buy HIPAA Compliance officer training with this suite, visit

Covered Entity HIPAA Compliance Tool (More than 50 employees)

1) HIPAA Security Contingency Plan Template Suite ($1200)
2) HIPAA Security Policies Template Suite for Covered Entity ($495)
3) HIPAA Privacy Policies & Procedures Template Suite for Covered Entity ($300)
4) HIPAA Risk Analysis Template Suite ($495)
5) HIPAA Audit Templates Suite ($300)

Total cost: $2490 (value $2790)

OPTION to buy HIPAA Compliance officer training with this suite, visit
Business Associate Compliance Tool (Less than 50 Employees)

1) Small Business HIPAA Security Contingency Plan Template Suite ($549)
2) HIPAA Security Policies Template Suite for Small Business Associate ($495)
3) HIPAA Privacy Policies & Procedures Template Suite for Small Business Associate ($300)
4) HIPAA Risk Analysis Template Suite ($495)
5) HIPAA Audit Templates Suite ($300)

**Total cost: $1890 (value $2139)**

OPTION to buy HIPAA Compliance officer training with this suite, visit

Business Associate HIPAA Compliance Tool (More than 50 employees)

1) HIPAA Security Contingency Plan Template Suite ($1200)
2) HIPAA Security Policies Template Suite for Business Associate ($495)
3) HIPAA Privacy Policies & Procedures Template Suite for Business Associate ($300)
4) HIPAA Risk Analysis Template Suite ($495)
5) HIPAA Audit Templates Suite ($300)

**Total cost: $2490 (value $2790)**

OPTION to buy HIPAA Compliance officer training with this suite, visit
1) HIPAA SECURITY CONTINGENCY PLAN TEMPLATE SUITE

Documents in HIPAA Contingency Plan Template Suite:

Sub Section: Conducting a Business Impact Analysis (BIA)

- Conducting a Business Impact Analysis (Guide) (23 pages)
- Long Version Business Impact Analysis Template (21 pages)
- Short Version Business Impact Analysis Template (6 pages)
- Applications and Data Criticality Analysis Template (24 pages)
- Final Business Unit Report Template includes following sub documents (8 pages)
  - Department Financial Impact Chart Template (1 page)
  - Department Operational Impact Chart Template (1 page)
  - Department Legal/Regulatory Chart Template (1 page)
- Final Executive Management Report Template includes following sub documents (23 pages)
  - Combined Financial Impact Chart Template (2 pages)
  - Combined Operational Impact Chart Template (3 pages)
  - Combined Legal/Regulatory Chart Template (1 page)
  - Combined People Over Time Chart Template (3 pages)

Sub Section: Conducting a HIPAA Risk Assessment

- Conducting a Risk Assessment (Guide) (15 pages)
- Risk Assessment Template (17 pages)
- Risk Assessment Worksheet (14 pages)
- Executive Risk Assessment Findings Report (15 pages)
- Preventative Measures Examples (6 pages)
- Final Facility Risk Assessment Report (10 pages)
- Executive Report Charts Template (5 Charts) (5 pages)

Sub Section: Selecting and Implementing Recovery Strategies

- Implementing Recovery Strategies includes following sub documents (15 pages)
- Contingency Planning Process (8 pages)

Sub Section: Sample Documents

- Example of Completed Long Version BIA (24 pages)
- Example of Completed Short Version BIA (4 pages)
- Example of Completed App & Data Criticality Analysis (39 pages)
- Example of Completed Business Unit Final Report (8 pages)
- Example of Charts to support Business Unit Final Report (3 Charts) (3 pages)
- Example of Completed Executive Management Report (40 pages)
- Example of Completed Risk Assessment (17 pages)
- Example of Completed Final Risk Assessment Report (16 pages)
- Example Completed Risk Assessment Worksheet (14 pages)

Sub Section: Contingency Program Policy & Standards
• Business Impact Analysis Policy includes following sub document (12 pages)
• Business Impact Analysis Standard (14 pages)
• Risk Assessment Policy includes following sub document (11 pages)
• Risk Assessment Standard (11 pages)
• Contingency Planning Policy includes following sub documents (10 pages)
• Disaster Recovery Planning Standard (69 pages)
• Emergency Mode Operation Plan Standards (14 pages)
• Business Resumption Planning Standards (20 pages)
• Testing and Revision Policy will includes following sub documents (17 pages)
• Testing & Revision Standards (14 pages)
• Data Backup Plan Policy Template will include following sub documents (15 pages)
• Data Backup Standard (8 pages)
• Training & Awareness Standard (7 pages)
• Instructions on how to update all standards (3 pages)

Sub Section: Appendix Documents (Help Guides / Templates)

• Types of Contingency Plans (9 pages)

Sub Section: Data Backup and Storage Plan

• Data Backup Plan (DBP) Template (18 pages)
• Data Backup Plan (DBP) development Guide (11 pages)

Sub Section: Disaster Recovery Plan

• Application Recovery Template (23 pages)
• Application Recovery Plan Development Guide (18 pages)
• Network Recovery Template (20 pages)
• Network Recovery Plan Development Guide (15 pages)
• Database Recovery Template (19 pages)
• Database Recovery Plan Development Guide (16 pages)
• Server Recovery Template (19 pages)
• Server Recovery Plan Development Guide (15 pages)
• Telecommunications Recovery Template (19 pages)
• Telecom Recovery Plan Development Guide (17 pages)
• Disaster Recovery Plan Overview (38 pages)
• Disaster Recovery Plan Development Guide (17 pages)

Sub Section: Emergency Mode Operation Plan

• Dept. Business Resumption Plan Template (16 pages)
• Emergency Operation Plan (18 pages)
• Emergency Mode Operation Planning Standards (38 pages)
• Emergency Mode Operations Plan Development Guide (11 pages)

Sub Section: Testing and Revision Plan

• Testing and Revision Program including following sub documents (18 pages)
• Business Unit Test Plan (16 pages)
• Business Unit Test Plan Development Guide (10 pages)
• Technology Test Plan (18 pages)
• Technology Test Plan Development Guide (10 pages)
• Test Schedule (2 pages)
• Business Unit Plan Audit Checklist (6 pages)
• Application Plan Audit Checklist (7 pages)
• Database Plan Audit Checklist (6 pages)
• Disaster Recovery Audit Checklist (6 pages)
• Network Plan Audit Checklist (6 pages)
• Server Plan Audit Checklist (6 pages)
• Telecom Plan Audit Checklist (6 pages)
• Audit Notification Memo (1 page)
• Plan Audit Final Report Template (1 page)
• Test Notification Memo (1 page)
• Type of Tests (1 pages)

Sub Section: Sample Documents

• Example of Completed Data Backup Plan (18 pages)
• Example of Completed Disaster Recovery Plan (38 pages)
• Example of Completed Application Recovery Plan (23 pages)
• Example of Completed Emergency Mode Op Plan including following sub documents:
  • Accounting EMOP (42 pages)
  • BIOMED EMOP (37 pages)
  • Corporate Communications EMOP (38 pages)
  • Emergency Services EMOP (37 pages)
  • Facilities & Security EMOP (38 pages)
  • Human Resources EMOP (38 pages)
  • Laboratory EMOP (38 pages)
  • Materials Management EMOP (38 pages)
  • Pharmacy EMOP (37 pages)
  • Surgery EMOP (36 pages)
• Example Business Unit Test Plan (14 pages)
• Example Technology Unit Test Plan (16 pages)
• Example Test Schedule (2 pages)
• Example Audit Notification Memo (1 page)
• Example Business Plan Audit Checklist (6 pages)
• Example Final Audit Report (2 pages)
• Example Audit Follow Up Memo (1 page)
• Example Test Notification Memo (2 pages)
2) HIPAA SECURITY POLICY TEMPLATE SUITE

View Sample Policy

I. Policies on the Standards for Administrative Safeguards

- Breach Notification Policy
- Security Management Process
- Risk Analysis
- Risk Management
- Sanction Policy
- Information System Activity Review
- Assigned Security Responsibility
- Workforce Security
- Authorization and/or Supervision
- Workforce Clearance Procedure
- Termination Procedures
- Information Access Management
- Access Authorization
- Access Establishment and Modification
- Security Awareness & Training
- Security Reminders
- Protection from Malicious Software
- Log-in Monitoring
- Password Management
- Security Incident Procedures
- Response and Reporting
- Contingency Plan
- Data Backup Plan
- Disaster Recovery Plan
- Emergency Mode Operation Plan
- Testing and Revision Procedure
- Applications and Data Criticality Analysis
- Evaluation
- Business Associate Contracts and Other Arrangements
- Business Associate Agreement
- Execution of Business Associate Agreements with Contracts

II. Policies on the Standards for Physical Safeguards

- Facility Access Controls
- Contingency Operations
- Facility Security Plan
- Access Control and Validation Procedures
- Maintenance Records
• Workstation Use
• Workstation Security
• Device and Media Controls
• Disposal
• Media Re-use
• Mobile Device Policy
• Accountability
• Data Backup and Storage

III. Policies on the Standards for Technical Safeguards

• Access Control
• Unique User Identification
• Emergency Access Procedure
• Automatic Logoff
• Encryption and Decryption
• Audit Controls
• Integrity
• Mechanism to Authenticate Electronic Protected Health Information
• Person or Entity Authentication
• Transmission Security
• Integrity Controls
• Encryption

IV. Organizational Requirements

• Policies and Procedures
• Documentation
• Isolating Healthcare Clearinghouse Function
• Group Health Plan Requirements

V. Supplemental Policies for Required HIPAA Policies

• Wireless Security Policy
• Email Security Policy
• Analog Line Policy
• Dial-in Access Policy
• Automatically Forwarded Email Policy
• Remote Access Policy
• Ethics Policy
• VPN Security Policy
• Extranet Policy
• Internet DMZ Equipment Policy
• Network Security Policy

: $495
3) HIPAA PRIVACY POLICY TEMPLATE SUITE

View Sample Policy

The templates suite includes following HIPAA Privacy policies and procedures.

- Accept Access Request
- Accounting for Disclosures
- Acknowledgement of Receipt
- Amendment to Record Form
- Authorization for Release of Protected Health Information
- Authorization To Use Disclose Protected Health Information
- Business Associate Agreement
- Business Associate Contracts and Other Arrangements
- Complaint Process
- Data Use Agreement Template
- De-identified Information and Limited Data Sets
- Denial Access Request
- Denial Request to Amend Form
- Disclosure Accounting Log for Medical Information
- Disclosure of PHI with and without authorization Template
- Disclosures Record Form
- Document Retention Requirements
- EHR accounting of disclosures
- Employee Confidentiality Agreement
- Execution of Business Associate Agreements with Contracts
- Health Plan Notice of Privacy Practices
- HIPAA Accept Amend Request Form
- Identifying PHI and Designated Record Sets
- Minimum Necessary
- Multi-Organization Arrangements
- Notice of Privacy Practices
- Patient Right to Access PHI
- PHI Release by Whistleblowers
- Privacy Officer
- Receipt of Payment when Disclosing PHI
- Release for Abuse Neglect or Domestic Violence
- Release for Confidential Communications
- Release for Fundraising Purposes
- Release for Health Oversight
- Release for Judicial or Administrative Proceedings
- Release for Law Enforcement
- Release for Marketing Purposes
- Release for Public Health
- Release for Research Purposes
• Release for Specific Government Functions
• Release for Workers Compensation
• Release of Information for Deceased Patients or Plan Members
• Release of Information for Legal Representatives
• Release of Information to a Minor
• Release of Information to a Minor's Parents
• Release of Information to Friends and Family Members
• Release of Psychotherapy Notes
• Release to Avert Serious Threat to Safety
• Request Confidential Communications Template
• Request Restriction
• Request to Amend Patient or Plan Member Record
• Requests for Restriction policy
• Required PHI Disclosures
• Right to Object to Release for Certain Purposes
• Safeguarding PHI
• Training Requirements
• Workforce Sanctions

4) HIPAA SECURITY RISK ANALYSIS TEMPLATE SUITE

List of documents in HIPAA Security Risk Analysis Template

• Asset Inventory Worksheet
• Risk Analysis Checklist
• Risk Analysis Sample Final
• Risk Analysis Template
• Risk Assessment Executive Presentation
• HIPAA Security Risk Assessment Scorecard
  o Overview spreadsheet
  o Administrative safeguard spreadsheet
  o Technical safeguard spreadsheet
  o Physical safeguard spreadsheet
  o Organizational safeguard spreadsheet
• Sample Privacy & Security Risk Analysis Executive Report 2013-Short Version
• Threat Matrix Worksheet
5) HIPAA AUDIT TEMPLATE SUITE

List of documents for HIPAA Audit Template:

- HIPAA Comprehensive Audit Checklist
- HIPAA Privacy & Security Audit Report - Sample
- HIPAA Security Abbreviated Audit Checklist final
- HIPAA Security Audit Executive Presentation
- Information Security Audit Template

: **$300**

6) SMALL BUSINESS DISASTER RECOVERY PLAN AND BUSINESS CONTINUITY TEMPLATE SUITE

This template suite contains templates for:

1. Business Impact Analysis (BIA)
2. Risk Assessment
3. Data Backup and Storage Plan
4. Disaster Recovery Plan (DRP)
5. Business Continuity Plan (BCP)
6. BCP & DRP Policy and Standards
7. Recovery Strategies

**Business Impact Analysis**

- Enterprise Business Impact Analysis Survey - Short (15 pages)
- Example - BIA Survey Short Version (13 pages)
- Guide to Conducting a Business Impact Analysis (27 pages)

**Department Recovery Plan**

- Department Recovery Plan Template (28 pages)
- Guide to Documenting Department Continuity Plans (19 pages)
- Example Plans - Accounting Recovery Plan (27 pages)
- Example Plans - Corporate Communications Recovery Plan (25 pages)
- Example Plans - Human Resources Recovery Plan (26 pages)

**Disaster (Technology) Recovery Plan**

- Disaster Recovery Plan Template (47 pages)
- Example - Disaster Recovery Plan (42 pages)
- Guide to Documenting Disaster Recovery Plans (25 pages)
Data Backup Plan

- Data Backup Plan Template (18 pages)
- Data Backup Plan Development Guide (11 pages)
- Example Data Backup Plan (19 pages)

Policy & Standards

- Business Impact Analysis Policy & Standards (24 pages)
- Department Planning Policy & Standards (23 pages)
- Disaster Recovery (Technology) Planning Policy & Standards (35 pages)
- Guide to Updating Policies & Standards (5 pages)
- Risk Assessment Policy & Standards (19 pages)

Risk Assessment

- Example - Risk Assessment Worksheet (15 Worksheets)
- Guide to Conducting a Risk Assessment (21 pages)
- Preventative measures (6 pages)
- Risk Assessment Worksheet (15 Worksheets)

Strategy Documents

- Contingency Planning Process (16 pages)
- Selecting and Implementing Recovery Strategies (19 pages)
- Types of Contingency Plans (9 pages)
- Guidance for using Template Suite - Small Business (13 pages)
- Project Plan Tasks (6 Worksheets)

Buy Now: $549
7) HIPAA TRAINING & CERTIFICATION

Certified HIPAA Privacy Security Expert (CHPSE)

Online Anytime training – Certified HIPAA Privacy Security Expert (CHPSE).

Buy Now : $1200

Certified HIPAA Security Expert (CHSE)

Online Anytime training - Certified HIPAA Security Expert (CHSE).

Buy Now : $648

Certified HIPAA Privacy Expert (CHPE)

Online Anytime training – Certified HIPAA Privacy Expert (CHPE).

Buy Now : $648

Certified HIPAA Privacy Associate (CHPA)

Online Anytime training - Certified HIPAA Privacy Associate (CHPA)

Buy Now : $99
One Hour HIPAA Employee Training – Covered Entities

- [Link to HIPAA Training For Healthcare Employees]
- [Link to Group Health Plan HIPAA Awareness Training]
- [Link to Mental Health Provider HIPAA Awareness Training]
- [Link to Law Enforcement & Public Safety Professionals HIPAA Awareness Training]

One Hour HIPAA Employee Training – Business Associates

- [Link to Business Associate HIPAA Awareness Training]
- [Link to Insurance Broker-Agents HIPAA Awareness Training]
- [Link to Research Organizations and Activities HIPAA Awareness Training]
- [Link to HIPAA Can-Spam Awareness For Call Center Organization]

Cost: $25