



WEBINAR

How to Write and Adopt Health Insurance Portability and Accountability Act (HIPAA) Policies & Procedures (T7002OS)

Date: **Thursday, January 9, 2020**

Time: **12:30 – 2:00 p.m. CT**

Speaker: **Jim Sheldon-Dean, Lewis Creek Systems, LLC**

Course Curriculum

This session will explore the requirements for various policies under HIPAA and present a way of organizing policies to facilitate their use and maintenance. Typical policy content will be described, and processes for policy adoption and regular review will be explained. Sources for sample policy content and guidance will be identified.

Additionally, an outline for HIPAA policy organization will be laid out, including a framework of categories of policy types and the typical policy elements that would occur in each category.

The policies will be organized into six categories, including 1) the Information Privacy and Security Management Process policy, 2) the Information System User policy, 3) the Access Control policy, 4) the Information Security Incident Management policy, 5) policy on uses and disclosures of protected health information (PHI) and 6) policy on individual rights and HIPAA.

Learning Objectives

At the conclusion of this session, participants will be able to:

1. Discuss the topics that should be represented in a set of HIPAA Policies.
2. Organize policies into logical groupings to simplify finding and using them.
3. Differentiate between policies and procedures, what belongs in each, and how often they should be reviewed and updated.
4. Describe the essential elements of policies, and how to adopt them.
5. Plan for reviews of HIPAA policies on a regular basis.

Target Audience

Compliance officers, privacy and security officers, health information management leadership and staff, information security, and patient relations, as well as staff that are involved in patient and staff communications, information management, and privacy and security of protected health information under HIPAA.

Speaker Bio

Jim Sheldon-Dean
Lewis Creek Systems, LLC

Jim Sheldon-Dean a frequent speaker regarding HIPAA, including speaking engagements at numerous national health care association conferences and conventions, and the annual NIST/OCR HIPAA Security Conference. Jim has more than 16 years of experience specializing in HIPAA compliance, more than 34 years of experience in policy analysis and implementation, business process analysis, information systems and software development, and eight years of experience as a Vermont certified volunteer emergency medical technician. The speaker has no real or perceived conflicts of interest that relate to this presentation.

Cost

\$195 per connection (one phone line with unlimited participants) – NHA members
\$390 per connection for non-members