



## HIPAA Security Manual Program

### Scope of Services

With the passage of the American Recovery and Reinvestment Act, compliance with HIPAA will now be proactively audited so it is more important than ever to make sure your practice is compliant with current security standards and documented in an up to date HIPAA Security Manual.

One regulation of particular importance in relation to electronic Patient Health Information (PHI) is the federal law requiring administrative, technical and physical safeguards to ensure the integrity and confidentiality of health information and to protect against security breaches and unauthorized use or disclosure of health information. Creation of a HIPAA Security Manual assists your practice with achieving compliance requirements set by this law. [Please note: this is distinct from a HIPAA Privacy Manual.] If you have a single computer in your office with patient information on it, you need a SECURITY manual.

A good HIPAA Security Manual is also an invaluable tool for the planning, implementation and maintenance of an EHR system but the manual can be overwhelming to create.

The MCMS HIT Service Bureau would like to invite you to a week by week guide to completing or updating your HIPAA Security Manual. We will break down the manual step by step and assist you in putting the necessary documentation together for each section.

This program will be comprised of a step by step guide for filling out the HIPAA Security Manual for your practice. The program, over 22 weeks, breaks down the manual into manageable steps for practices.

The first step in developing your HIPAA Security Manual is to obtain a manual template. Certain physician organizations have purchased a license to distribute a HIPAA Security Manual Template from Gates, Moore and Company. A list of those organizations is attached. If the physicians in your office are not part of the listed physician organizations, the template can be purchased from Gates, Moore, and Company.

[http://www.gatesmoore.com/hipaa\\_security.htm](http://www.gatesmoore.com/hipaa_security.htm) (Gates Moore Manual template price: \$119)

The cost of the Service Bureau HIPAA Security Manual program is:

\$450.00 for MCMS members

\$600.00 for non members

If interested, please contact the Service Bureau: 585-473-4072 (physician line) or

[servicebureau@mcms.org](mailto:servicebureau@mcms.org)