



# HIPAA Security Risk Analysis, Policies & Procedures: *Making Sure You Find and Manage Risks to Health Information*

Webinar T5010

Thursday, February 1, 2018  
12:30 p.m. – 2:00 p.m. (CST)

## Overview

The Health Insurance Portability and Accountability Act (HIPAA) has been a law for more than 20 years now, and the rules in place call for extensive policies and procedures to ensure compliance with the HIPAA Security Rule. But not all entities have done the work necessary to conduct an accurate and thorough assessment of the risks to the security of protected health information (PHI), and develop and implement their security policies and procedures. Even if they have all the best practices in place, entities must have the supporting policies and procedures to ensure consistency in service and compliance with the law, and they need to be aware of the risks they face and be ready to respond to changes in the risk landscape.

This session will focus on the conduct of an information security risk analysis, as required under the HIPAA Security Rule, and development and implementation of the necessary policies and procedures for HIPAA Security Rule compliance. Suggested ways a risk analysis may be conducted and the tools that may be used will be explored. The necessity for undertaking an information flow analysis to find risks will be explained. Identified risks must be managed and the means to do so using a set of spreadsheets in a workbook will be described.

The program will discuss the requirements and the issues involved with HIPAA security risk analysis, policies and procedures, and help define the path entities can follow to bring their compliance up to the level at which it should be today.

## Target Audience

Compliance Officers, Privacy and Security Officers, Health Information Management Leadership and Staff, Information Security, Patient Relations, as well as staff in patient intake and front-line patient relations and others interested in or responsible for patient communications, information management, and privacy and security of PHI under HIPAA

## Objectives

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

1. Explain what a HIPAA security risk analysis is, how you can conduct one and what you can learn from it
2. Discuss the essential policies and procedures that must be in place for HIPAA Security Rule compliance
3. Describe how to consider new information security risks and what can cause them
4. Differentiate between policies and procedures and what belongs in each
5. Discuss the importance of comparing your policies and procedures to your actual practices and making the necessary adjustments to synchronize them

## Faculty

**Jim Sheldon-Dean** is the founder and director of compliance services at Lewis Creek Systems, LLC. He is a frequent speaker regarding HIPAA, including speaking engagements at numerous national healthcare 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.

## Certificates of Attendance

Certificates of Attendance will be issued to all registrants. These certificates should be placed on file at your hospital as evidence of attendance. Certificates of Attendance will not be awarded for recorded sessions.

## Registration

### **\$175 for AHA Member Hospitals**

Registration includes **one** internet connection and **one** telephone connection at **one** location, although there can be an unlimited number of participants from your organization in that **one** listening room.

Two days prior to the event, you will receive instructions and passwords for accessing the event, along with the slide presentation and other resource materials. It is the responsibility of the registrant to download and/or access presentation materials prior to the day of the event.

Participants should register at least five business days prior to the event to ensure optimal processing of conference materials. To register, please submit the attached registration form. If you have not received an e-mail with instructions ([via the e-mail provided on the registration form](#)) or if you are unable to download or open presentation materials, at least two business days prior to the event, please contact Anna Sroczynski at (501) 224-7878 or [asroczynski@arkhospitals.org](mailto:asroczynski@arkhospitals.org). **Without payment (via check or credit card), your registration cannot be processed, and you will not receive connection instructions.**

#### **Cancellation Policy**

Refunds, minus a \$25 processing fee, will be granted if requests are received in writing by the AHA at least 5 business days prior to the program. No refunds will be issued after that date. Fax cancellation/refund requests to the Education Department at (501) 224-0519.

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## REGISTRATION FORM

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#### **Registration Fee**

#### **\$175 for AHA Member Hospitals**

Registration fee covers one or multiple participants at one location (**one connection per registration**) and includes one set of instructional materials/handouts. Upon receipt, additional handouts can be copied.

Name and Title of Contact Person \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

#### **Method of Payment**

Check in the amount of \$\_\_\_\_\_ payable to the Arkansas Hospital Association is enclosed.

Credit Card # \_\_\_\_\_  Visa  MasterCard (AmEx and Discover Not Accepted)

Cardholder's Billing Address (including zip code) \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV \_\_\_\_\_ Name on Card \_\_\_\_\_

Signature \_\_\_\_\_ Card Holder's Phone # \_\_\_\_\_

#### **Mail form and payment to**

Education Department, Arkansas Hospital Association, 419 Natural Resources Drive, Little Rock, AR 72205; phone: (501) 224-7878; or fax form with credit card information to (501) 224-0519.