



Information Security Awareness Series

A 2-Part Series

Part 1: Health Information Technology – How to Prepare for an Office of Civil Rights Audit (Webinar R3002)

Wednesday, September 13, 2017

Part 2: Documentation – Creating a “Book of Evidence” (Webinar R3003)

Wednesday, October 25, 2017

Both Sessions are from 12:30 p.m. – 1:30 p.m. (CDT).

Register for both sessions and receive a discount on registration!

Session Overviews

Part 1: Health Information Technology – How to Prepare for an Office of Civil Rights Audit (September 13)

Under the Health Information Technology for Economic and Clinical Health Act (HITECH Act), the Centers for Medicare and Medicaid and Office for Civil Rights (OCR) are mandated to perform periodic audits of covered entities and business associates to assess their compliance with HIPAA.

OCR has declared that an audit is a not only a tool that they can use to see what’s going on in the field in terms of compliance, but also as an enforcement tool in cases where non-compliance is widespread.

Objectives

1. Discuss the key components of the HIPAA; Privacy, Security and Breach Notification
2. Discuss the types of audits from the Office for Civil Rights (OCR) and Meaningful Use audits
3. Explain what policies, procedures, and other documents need to be in place to demonstrate proof of compliance
4. Discuss the challenges of readiness for an OCR audits and relay current breach activity and increasing fines
5. Identify the process for preparing for OCR audit compliance
6. Explain the benefits of gap detection and early resolution

Part 2: Documentation – Creating a “Book of Evidence” (October 25)

Being able to quickly and efficiently respond to a request for documentation in an OCR audit requires a readily available, ‘Book of Evidence’ – a compilation of compliance documentation.

Once notified of an audit, “the clock is ticking” and an organization likely will only have about two weeks to compile and submit a potentially large amount of documentation.

By using the “KISS” principle (*Keep Information Security Simple*) attendees can create an effective Book of Evidence, for their organization, usually in less than two weeks.

Objectives

1. Discuss how to create a compliance Book of Evidence (BOE) – policies, procedures, documents, etc.
2. Review a basic four-step process
3. Review simple tools
4. Discuss BOE components
5. Discuss elements of success and lessons learned

Target Audience

Security Staff, Privacy Officers, HIM and HIT Directors and Staff, Compliance Directors and Managers, and Technology End-Users

Faculty

Tom Walsh, CISSP is the founder and managing partner of tw-Security. Tom has over 25 years of information security experience and is a nationally recognized expert in health care information security. He has presented at HIMSS Annual Conference for 15 consecutive years, and co-authored four books published by the AMA, American Health Information Management Association and HIMSS. Tom is an active member and contributor to HIMSS and

AHIMA at both a local and a national level and serves as the information security consultant for several covered entities and business associates.

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 per session for AHA Member Hospitals

\$325 for both sessions for AHA Member Hospitals: a savings of \$25

(You must register for both sessions at the same time to take advantage of savings)

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. **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.

(Registration Form on Next Page)

REGISTRATION FORM

Information Security Awareness Series A 2-Part Series

A \$25 Savings!

Complete 2-Part Series – One Connection

Individual Sessions – Per Connection:

Part 1 – Health Information Technology – How to Prepare for an Office of Civil Rights Audit – Webinar R3002 (September 13)

Part 2 – Documentation – Creating a “Book of Evidence” – Webinar R3003 (October 25)

Registration Fee

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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.