



## *Directions on how to use your HIPAA Product*

### **Getting Started**

Congratulations! You are one step closer to HIPAA compliance. Our HIPAA compliance solutions make it easy to fulfill the HIPAA requirements. Use this guide to help orient you to your compliance kit, its materials, and how to use them.

### **Designating a HIPAA Compliance Officer**

1. Designate a HIPAA Compliance Officer. This person is responsible for creating all HIPAA policies and administering workforce training.
2. Some examples of people you may consider designating as the HIPAA Compliance Officer include your office manager, OSHA safety coordinator, or principal of the practice.
3. The HIPAA Compliance Officer can use the materials in your HIPAA compliance kit without special qualifications or training.
4. Refer to the **HIPAA FAQs** (in the Welcome Kit) to better understand HIPAA's rules and regulations.

### **Using your HIPAA Manual**

1. The HIPAA Manual contains valuable resources that will assist you in complying with HIPAA, such as our 5-stage process for HIPAA compliance and the Basics of Risk Analysis and Management.
2. Refer to the HIPAA Manual as needed when completing the policies and procedures in the Documentation Kit and when undergoing HIPAA training.

### **Using your Documentation Kit**

1. Your HIPAA policies and procedures are the most essential documents in your compliance program. Please complete the **plans** found in the Documentation Kit. Use the version applicable to your purchase:
  - 1.1. The hardcopy version of the Documentation Kit; or
  - 1.2. An electronic, customizable copy of the kit (found in the Welcome Kit)
2. You can maintain your Documentation Kit as either a hardcopy or electronic version, provided it is readily available to your workforce members and the Office of Civil Rights in the case of an audit.
3. Ensure that all employees are familiar with the policies and procedures contained within the HIPAA Documentation Kit.



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### **Conducting HIPAA Training**

1. If you have our **Online HIPAA Training**, you may utilize that course to train and certify your staff members.
2. **If you want to train your staff members yourself**, please refer to the **training outline** provided in the Welcome Kit **and your HIPAA Manual** to prepare your own training program.
  - 2.1. Upon completion of training, administer the HIPAA Test found in the Welcome Kit.
  - 2.2. Document completion of the training through any of the following methods:
    - 2.2.1. Fill out a training roster (template available in the Welcome Kit); and/or
    - 2.2.2. Create, save, and provide your employees a copy of a Training Completion Certificate (template available in the Welcome Kit).
3. All employees must review the policies and procedures provided in the HIPAA Documentation Kit.
4. When to conduct training:
  - 4.1. **When initially coming into compliance with HIPAA, initial training should be conducted for all employees, and it is recommended that this be done** within ten days of hiring new employees.
  - 4.2. **Annual refresher training** is also recommended for employees.

### **For Texas Healthcare Providers**

1. Texas healthcare providers must comply with HIPAA and Texas House Bill 300 (“HB 300”).
2. HB 300 is a law that introduced a subset of more stringent requirements regarding patient-protected health information.
3. Follow the below instructions to utilize the Texas HB 300 Addendum to update your HIPAA Manual and HIPAA Documentation Kit to comply with Texas HB 300 requirements.
  - 3.1. Manual and Documentation Kit Updates:** Refer to the Texas HB 300 Addendum in the Welcome Kit > Documentation Kit > Texas HB 300 for instructions on updating your HIPAA Manual and HIPAA Documentation Kit.
4. If you have our **Online HIPAA Training**, you may utilize that course to train and certify your staff members. Ensure you complete the lesson on Texas HB 300.
5. **If you want to train your staff members yourself**, please refer to the **Texas HB 300 training outline** in the Welcome Kit to prepare your own training program.



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### **Contacting Us**

1. For any questions, comments, or concerns, feel free to contact us at:
  - 1.1. **Website:** [gamma.compliance.com](http://gamma.compliance.com)
  - 1.2. **Support:** [support@gamma.compliance.com](mailto:support@gamma.compliance.com)
  - 1.3. **Phone:** 800.492.6958 (Toll-free)