



# *HIPAA*

## *Implementation Strategies for Compliance Professionals*

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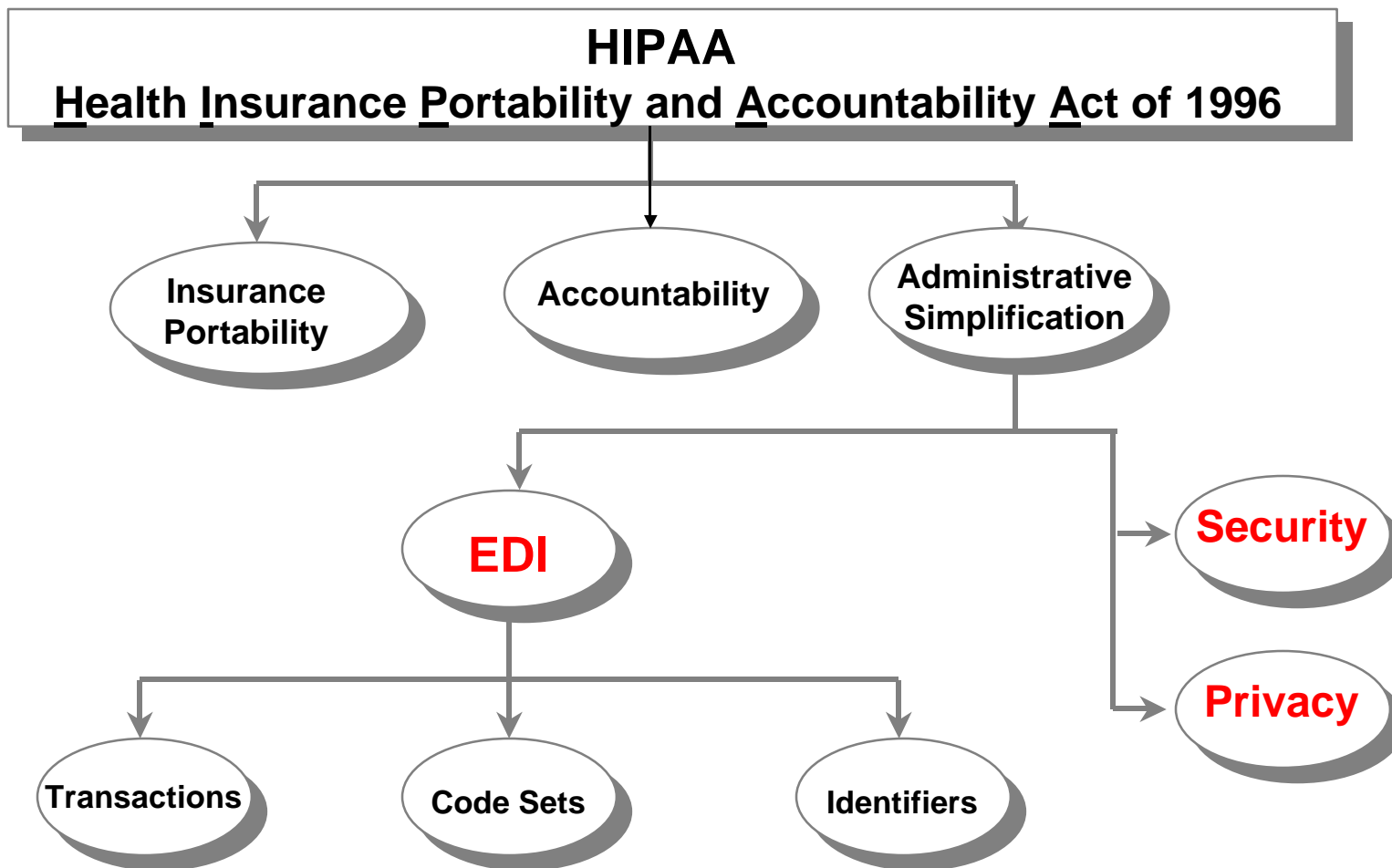
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# Compliance Professionals Establish the Context





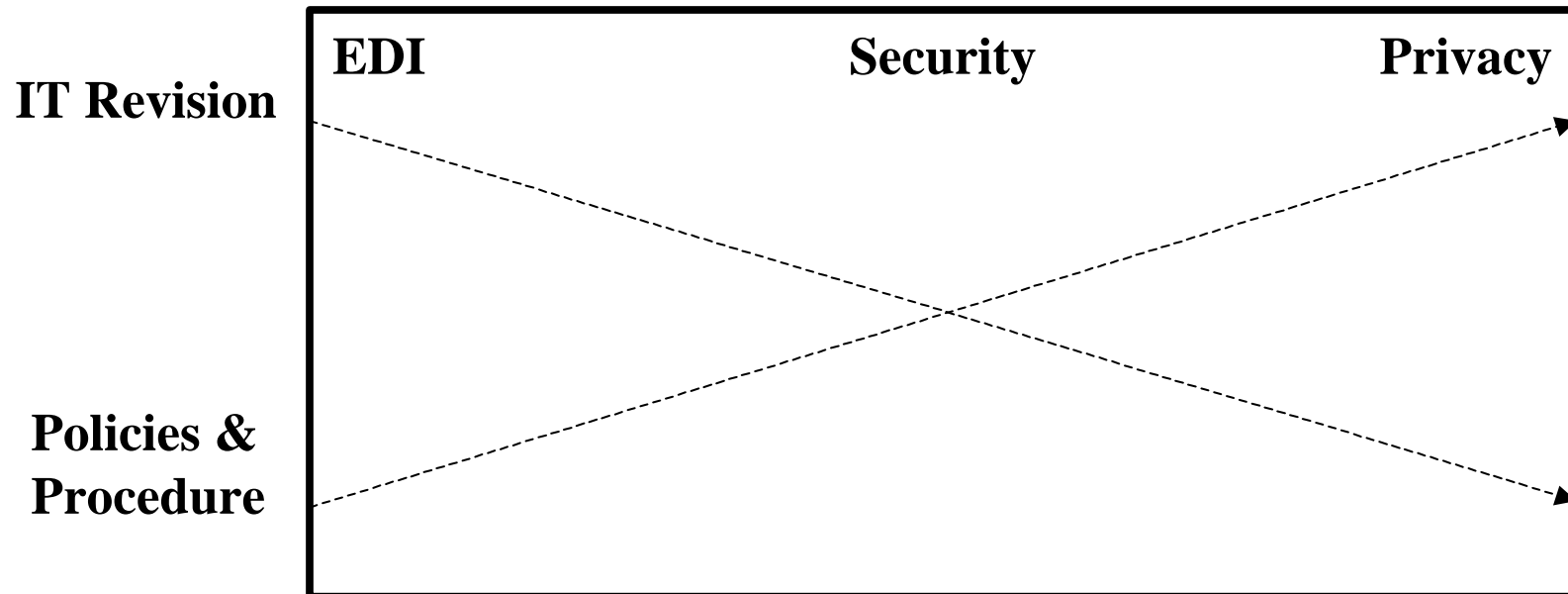
## Compliance Professionals Understand Your Role

- **You are Part of a Corporate Project Plan**
  - Know and Understand where You Fit
- **Primary Focus of Implementation for Compliance Professionals**
  - Privacy Regulations
- **Privacy Rule**
  - Policies and Procedures
  - Training
  - Project Coordination



## Compliance Professionals Identify Your Scope of Work

- **Privacy Regulations Require Many Policies and Procedures**





## Compliance Professionals Identify Your Scope of Work

- **Identify all Policies and Procedures Necessary for Your Organizations**
- **Assess and Ensure Applicability to Your Organization**
- **Leverage Existing Policies and Procedures in Compliance Program**



## Compliance Professionals Develop Your Work Plan

- **Develop a Work Plan**
  - Drafting and Deploying Policies and Procedures
  - Deploying Training
  - Identifies Scope of Work Accordingly to Deliverables
- **Identify Process for Policy & Procedure Approval**
  - Interdepartmental Review
  - Legal Review
  - Executive Committee Review
- **Identifies Timelines**
  - What Policies should be Completed before Others
  - When to Conduct Training



## Compliance Professionals Develop Your Work Plan (cont.)

- **Allocates Responsibilities**
  - Establish separate Work Groups according to Subject Matter or Business Unit
  - Corporate Level
- **Allows Assessments and Updates**
- **Ensure Coordination with Security**



## Compliance Professionals Conduct Awareness Training

- **Once Corporate Level Policies and Procedures are Drafted**
- **Establish Context**
  - All employees understand need for Policies and Procedures
  - Expectations will be Established on Policies to Come for each Department
  - Expectations will be Established on Modifying Culture
- **Consider Both Privacy and Security Awareness**



## Compliance Professionals Distribute Policies and Procedures

- **Disseminate Corporate Level Policies and Procedures**
  - Applicable Policies to Each Business Unit
- **Procedures Must Be Tailored for Applicability**
  - Ensure Business Unit Responsibility
- **Ensure Functional Training Regarding Specific Policies and Procedures**
  - Required by Privacy Regulations



## Compliance Professionals Maintain Executive Communication

- **Ensure Adequate Communication to Executive Committee**
  - Report on Progress and Challenges
  - Justify Budgetary and Resource Allocations
- **Avoid Surprises**



## Compliance Professionals Its Simply Another Regulation

- **HIPAA Administrative Simplification**
  - just another section of the C.F.R.
- **Take a Systematic Approach**
- **Avoid Getting Overwhelmed**
- **Successful Accomplishment**
- **Focus on Ultimate Objective**
  - Ensure Patient Confidentiality