

# HIPAA Premier Service

## Powered by HIPAA Secure Now!

### Management Guide

**Questions or Concerns?**

**Email:** [operations@hipaasecurenow.com](mailto:operations@hipaasecurenow.com)

**Phone:** (877) 275-4545

# Successfully Implementing the HIPAA Premier Program

In this guide you will find helpful tips and information to help you begin your HIPAA Premier program!

A high-level overview of what to expect with the program:

**HIPAA Security Risk Assessment (SRA):** The core feature of the HIPAA Essential service is the HIPAA SRA. Based on the risk assessment concepts described in NIST SP 800-30 Revision 1, this comprehensive SRA has stood the test of multiple HIPAA investigations by Health and Human Services and the Office for Civil Rights. Completing the SRA is a requirement for all organizations under HIPAA. A Work Plan is provided upon completion with action items and clear guidance on satisfying all compliance measures.

*Tip: Complete an SRA annually and remain on a consistent schedule as years go on.*

**HIPAA Security Training:** HIPAA training no longer needs to be boring! HIPAA training provided through this program is engaging and relatable for all staff. With an emphasis on case studies of real events, users of this training platform will learn practical lessons on how they can protect patient information. A training certificate is provided to employees upon completion of the final quiz..

*Tip: Require your employees to complete their training and quiz by a certain deadline.*

**HIPAA Policies and Procedures:** We know writing hundreds of pages of HIPAA policies can be a daunting task. With this program, we've spared you the effort and expense of having to write your own policies. This program comes with 18 HIPAA Security Policies and a full Privacy Manual that cover all the requirements under the HIPAA rules. Each policy is complete and uploaded with your organization's name on every document.

*Tip: Encourage all staff to read and acknowledge all policies and procedures.*

## Questions or Concerns?

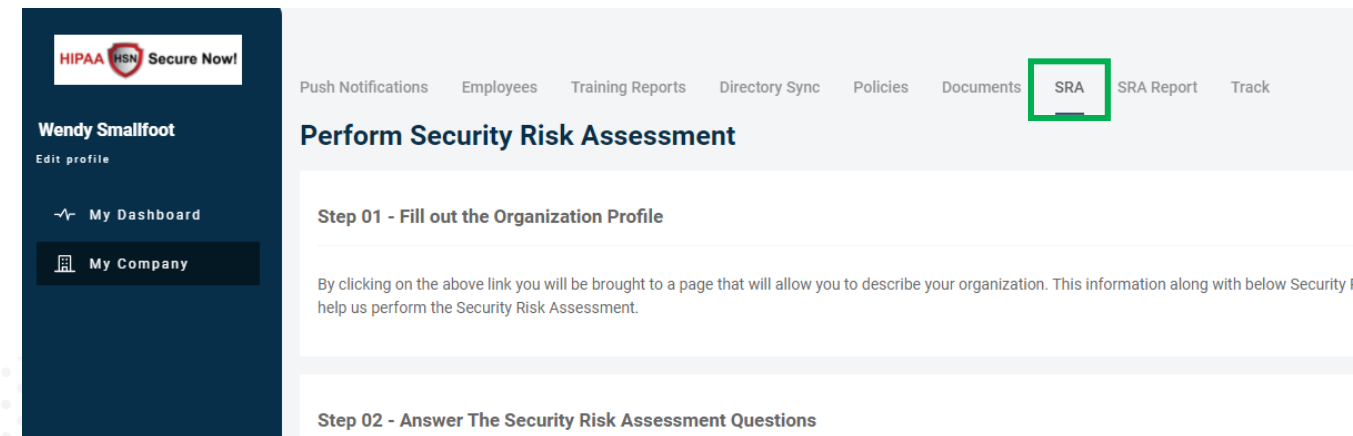
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# Completing the HIPAA Risk Assessment

With this HIPAA Premier program, you are ready to begin your annual HIPAA Risk Assessment at any time!

The Risk Assessment is available as a Manager by clicking on the “SRA” tab in the “My Company” section.



Completing the Risk Assessment is a 4 Step Process:

## 1. Complete the Organization Profile

This helps us assess your current assets and where PHI may be

## 2. Complete the Risk Assessment Questionnaire

This highlights what security measures your organization has in place or does not have in place currently. Honesty is key!

## 3. Upload any existing Policies and Procedures (optional)

Upload any existing material you think may be relevant but not required to complete your assessment

## 4. Mark the Risk Assessment Complete!

This is important as we won't know to complete the SRA until it is marked complete

This Security Risk Assessment takes about 1 hour to complete. If you have any questions on the content, please contact us at

[operations@hipaasecurenow.com](mailto:operations@hipaasecurenow.com)

After marking complete, our team of experts at HIPAA Secure Now! will conduct an “Interview Call” to review some of the questions and information with you. After the call, a final report will be generated, and a “Risk Assessment Review” call will be performed to discuss the final recommendations and how to best implement these items as you work towards compliance.

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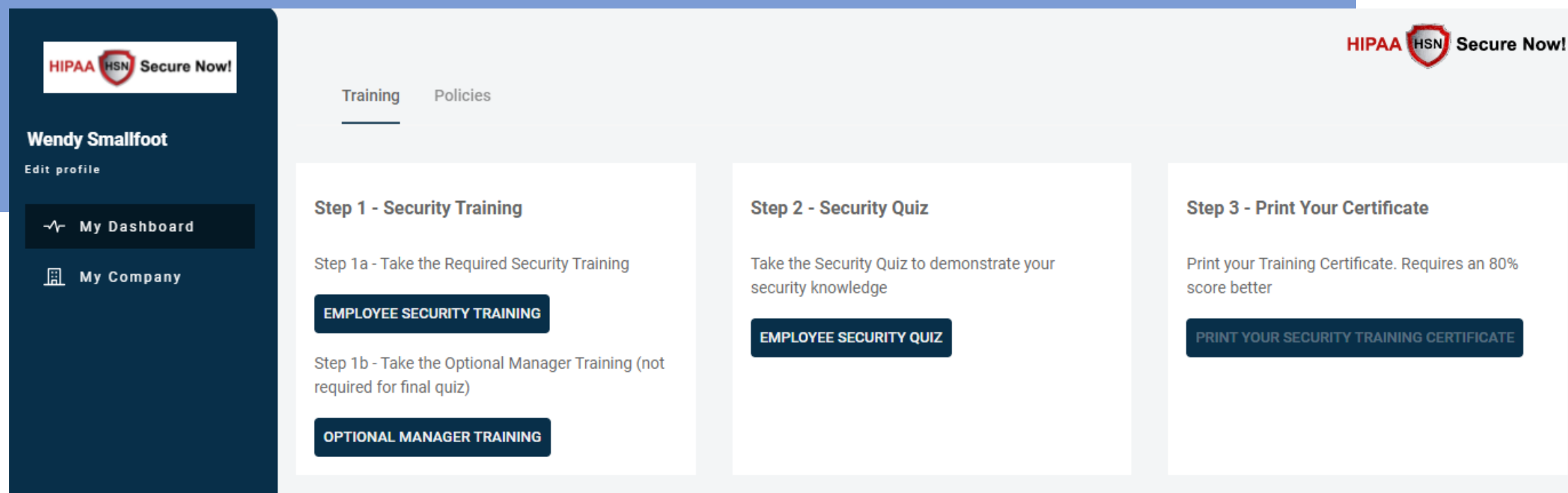
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# Complete Security Awareness Training

Both Managers and Employees should be required to take the HIPAA Training annually. The training should take approximately 60 minutes to complete and includes case-study based videos to provide an example of how incidents can happen to anyone. During this course, you can stop and start any time. In order to get credit for this course, you must complete a 20-question quiz and obtain a passing score of 80% or higher. A certificate of completion will be awarded once a passing score has been achieved.

## Take Training

1. In the “My Dashboard” section, select the “Training” tab to get started!
2. **Tip: Set a date the training MUST be completed by and ensure you’re checking-in with those who may be falling behind.**



The screenshot displays the HIPAA HSN Secure Now! Training Dashboard. On the left is a dark blue sidebar with the user's name 'Wendy Smallfoot' and an 'Edit profile' link. Below this are two menu items: 'My Dashboard' (with a home icon) and 'My Company' (with a building icon). The main content area has a light gray header with the 'HIPAA HSN Secure Now!' logo and two tabs: 'Training' (selected) and 'Policies'. The 'Training' section is divided into three columns: 'Step 1 - Security Training', 'Step 2 - Security Quiz', and 'Step 3 - Print Your Certificate'. Step 1 includes 'Step 1a - Take the Required Security Training' with a button for 'EMPLOYEE SECURITY TRAINING', and 'Step 1b - Take the Optional Manager Training (not required for final quiz)' with a button for 'OPTIONAL MANAGER TRAINING'. Step 2 includes the instruction 'Take the Security Quiz to demonstrate your security knowledge' and a button for 'EMPLOYEE SECURITY QUIZ'. Step 3 includes the instruction 'Print your Training Certificate. Requires an 80% score better' and a button for 'PRINT YOUR SECURITY TRAINING CERTIFICATE'.

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## Acknowledge HIPAA Policies & Procedures

Your new HIPAA policies have been uploaded into one convenient location for you to reference. We highly recommend you review each policy in detail and make any necessary adjustments to ensure your policies and procedures align with your company's practices.

Tip: Set a date these **MUST** be signed off on and ensure all employees have acknowledged the policies.

In the My Company section, click the “Policies” tab. Once these policies are approved and adopted, each employee can review the policies and sign-off that they’ve read and understand the content.

Employees   Training Reports <b>Policies</b> Documents   SRA   Track			
Policies		+ New Policy	
<input type="checkbox"/>	Name ↑	Description	Download
<input type="checkbox"/>	Administrative - Business Associate Contracts	Organizations must, when dealing with business associates that create, receive, maintain, or transmit ePHI on the organizations behalf, develop and implement contracts that ensure the business associate will appropriately safeguard the information.	↓
<input type="checkbox"/>	Administrative - Contingency Plan	Policies, procedures, and processes must be developed and implemented for responding to a disaster or emergency that damages information systems containing ePHI.	↓
<input type="checkbox"/>	Administrative - Evaluation	Organizations must perform periodic technical and non-technical evaluations that determine the extent to which an organization's security policies, procedures, and processes meet the ongoing requirements of the Security Rule.	↓
<input type="checkbox"/>	Administrative - Information Access Management	Policies, procedures, and processes must be developed and implemented for authorizing, establishing, and modifying access to ePHI.	↓
<input type="checkbox"/>	Administrative - Security Awareness and Training	A security awareness and training program for the entire workforce must be developed and implemented.	↓

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## Access Training Reports

Employees **Training Reports** Policies Documents SRA Track

Search  Annual

Name ↑	Score	Date Completed	View
No results.			

In the “My Company” section, click on the “Training Report” tab.

To view the “Annual” training results, select “Annual” in the drop-down list. Here you can see the Full Report for all employees who have completed the training for the current module. It will show the employee's name, score, date completed, and give you the option to access the Certificate for passing individuals. Previous training course results can be accessed by selecting the previous course codes from the drop-down list.

All staff must receive an 80% or higher on the final Quiz to pass & receive a certificate. Employees with scores lower than 80% should be encouraged to retake the training and quiz.

Employees **Training Reports** Policies Documents SRA Track

Search  Annual  HIPAA-111

Name ↑	Score	Date Completed	View
No results.			

**Questions or Concerns?**

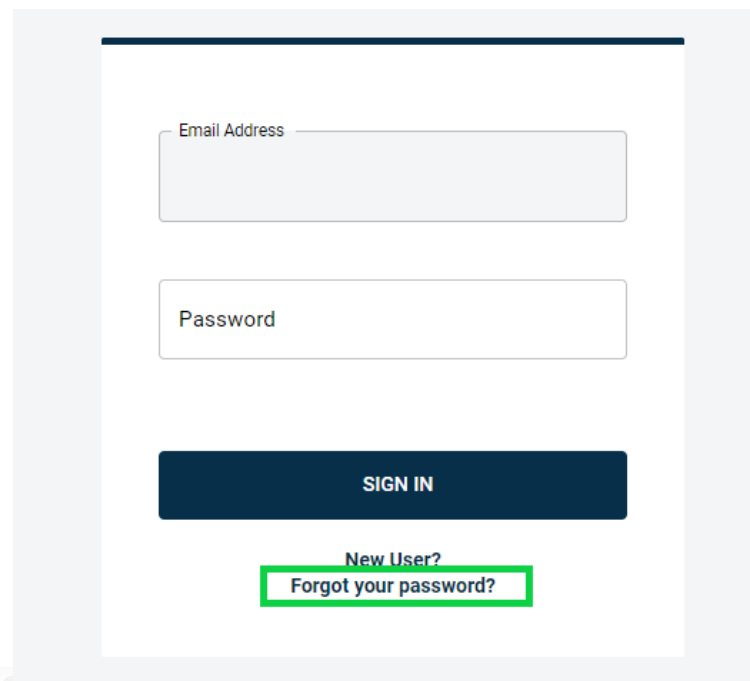
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## Resetting Your Password

Did you forget your password? No problem! Follow these steps and we'll promptly email you a new one!

1. On the login page, enter your email address then click “Forgot Your Password?”

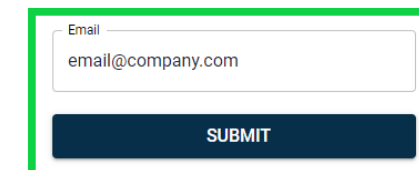


The screenshot shows a login form with two input fields: 'Email Address' and 'Password'. Below the 'Password' field is a dark blue 'SIGN IN' button. At the bottom of the form, there is a link that says 'New User? Forgot your password?'. The 'Forgot your password?' text is highlighted with a green rectangular box.

2. Enter your email address that you registered with or the one that was used by your organization to register you. Click “Submit”

### Forget Your Password?

Please enter the email address that you registered with.



The screenshot shows a form titled 'Forget Your Password?'. It contains a text input field labeled 'Email' with the placeholder text 'email@company.com'. Below the input field is a dark blue 'SUBMIT' button. The entire form, including the input field and the submit button, is highlighted with a green rectangular border.

3. An email will be sent to the address you entered in the step above with a prompt to reset your password.

Having trouble resetting your password? Reach out to us and we'd be happy to help!

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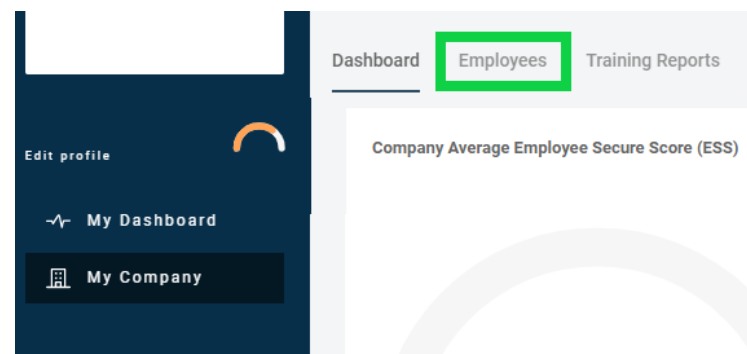
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# Resetting Employee Passwords

Need to reset an employee's password or manage their account?

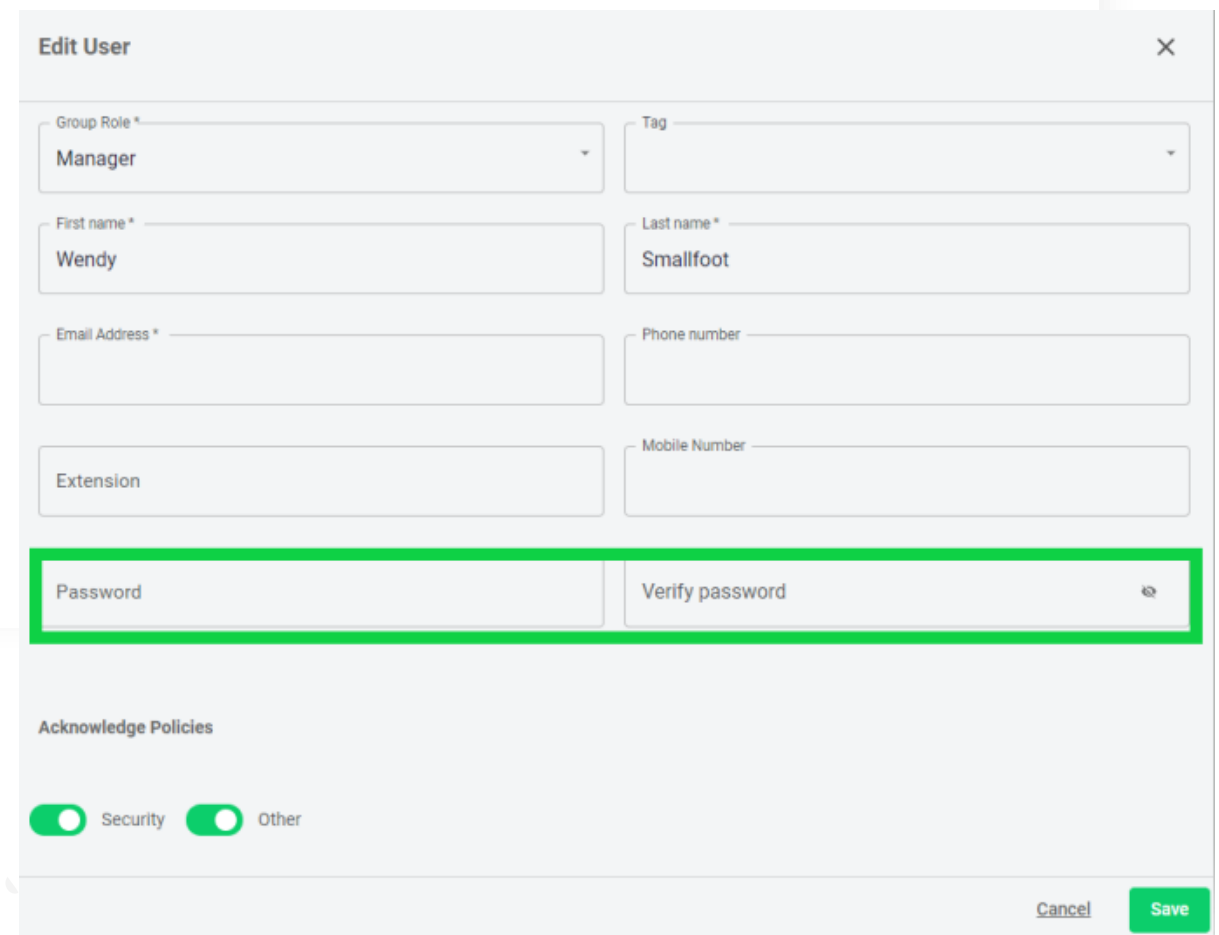
1. When logged in as a Manager, in the “My Company” view click on the “Employees” tab.



2. Click on the employee you wish to adjust.

Search <input type="text"/>			
<input type="checkbox"/>	Name ↑	Email	Group Role
<input type="checkbox"/>	Gergich, Jerry	userthree@company.com	MA
<input type="checkbox"/>	Mirror, Claire	userone@company.com	E
<input type="checkbox"/>	Richards, Gary	usertwo@company.com	E

3. From here, you can adjust multiple aspects of all employee accounts, including creating a new password. Enter the new password in “**Password**” and then “**Confirm Password**”. Next, click the “**Save**” button at the bottom to save the changes.



The 'Edit User' form includes fields for Group Role (set to Manager), Tag, First name (Wendy), Last name (Smallfoot), Email Address, Phone number, Extension, and Mobile Number. The 'Password' and 'Verify password' fields are highlighted with a green box. At the bottom, there are 'Acknowledge Policies' checkboxes for 'Security' and 'Other', both of which are checked. 'Cancel' and 'Save' buttons are at the bottom right.

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## HIPAA Help Desk

As part of your partnership with HIPAA Secure Now!, you will have direct access to our HIPAA Help Desk. We know that the HIPAA rules and requirements for protecting patient information can be challenging, so why not call upon the experts?



Have a question regarding a potential HIPAA security incident? Wondering who needs to sign a Business Associate Agreement? Not sure when you can use and disclose patient information? We would be happy to help you.

There is no questions too big or too small! If you need some assistance, use the “Contact Us” link in the bottom left corner of your portal and provide some information on your question or issue.



Profile Contact Us

First name * Wendy	Last name * Smallfoot
Company 123	Email *
Phone number +1	Subject *
Feedback	

[Cancel](#) [Submit](#)

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# Questions?

## We can help!

We're here to **secure & support you** as you continue  
to **secure & support your business.**

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