

# HIPAA *Compliance* ePartner™



## Web Based HIPAA Compliance Tracking and Reporting Solution

### KEY FEATURES

- Tracking and reporting of workforce HIPAA training, Protected Health Information (PHI) Disclosures, Privacy Violation Complaints and Individual Rights Requests.
- Audit reporting for each of the required areas supporting an external or internal review
- Training management system including online course registration, student transcripts, certificates and reporting.
- Access and management of instructor lead training (ILT), eLearning and self-study courses.
- Document management of all HIPAA compliant policies and procedures for easy online access, updating and searching.
- Gap mapper system supporting closing the gap between pre-HIPAA and HIPAA requirements for privacy, security, and transactions
- User authenticated security

The HIPAA Compliance ePartner™ is the operational system that documents and reports on the Covered Entity's ongoing HIPAA compliance. It is logically integrated into the Covered Entity's training and PHI business processes at the point of needed use. Meaning, all members of the Covered Entity's workforce that has a need to use the HIPAA Compliance ePartner™ will be given access via the Internet or Intranet for anytime anywhere access.

**T**he Health Insurance Portability and Accessibility Act (HIPAA) mandates that every Covered Entity under the Act follow clearly specified rules and maintain certain facilities for handling Protected Health Information (PHI), approving and tracking PHI disclosures and complaints, and training personnel involved in handling PHI. It also mandates recording individual rights to request all accounts of PHI disclosures among other rights specified in the privacy rule. HIPAA Compliance ePartner™ from Aligned Development Strategies, Inc. (ADSI) is a Web-based application that supports the communication and tracking needs of an organization complying with the HIPAA privacy rule regulation.

Core modules for Training, Policies and Procedures, Complaints, Disclosures Tracking, Individual Rights and Management Reporting can be customized to meet the specific needs of a HIPAA Covered Entity. This shared repository allows for real-time responses to HIPAA compliance inquiries and the generation of management level metrics and reports.

### Benefits

Key benefits of the HIPAA Compliance ePartner™ include:

- Providing a commercially available HIPAA compliant tracking and reporting system customizable for a Covered Entity's environment, if required.
- Providing valuable trend data on PHI privacy violations supporting focused process improvement strategies.
- Impact analysis of a material change to the privacy, security, or transaction rules and its ripple affect on training (i.e. course material modifications and workforce to be retrained).
- Centralizing all HIPAA compliant tracking data into one integrated web-based application for quick, orderly, and comprehensive access.



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## Training Manager

- Manage student enrollment and progress for online, instructor-led, self-study and third-party HIPAA training courses.
- Support the sharing and reuse of training materials across departments.
- Access online student transcripts, certificates of completion, and enrollment reports.
- Create and implement job-specific training tracks.
- Relate HIPAA policies, procedures and rules to relevant HIPAA training courses.

## Document Manager

- Online storage and management of HIPAA related documents.
- Establish and maintain relationships between documents and related training.
- Support a variety of document formats including Microsoft Word, Excel, Adobe PDF and HTML.
- Ability to search for specific documents as well as share documents across departments.

## Gap Mapper

- Allow for online analysis and tracking of variances between HIPAA rules and implementation progress both during the initial implementation phase and later on as new rules are added and existing rules are amended.
- Define steps to close gaps as well as assign and track their resolution.
- Ability to track changes to the rules and analyze impact on policies and procedures.

## Disclosure Manager

- Manage and track patient's records and PHI requests.
- Manage and update actual disclosure and recipient's of PHI Disclosures.
- Track progress of disclosure requests.

## Individual Rights Manager

- Create and maintain patient's IndividualRights including requests for accounting of disclosures, access to personal records and confidential communications.
- Create, maintain, close, assign, accept or deny requests.
- Provide for documentation of Individual Rights requests processing and generation of patient letter.

## Complaints Manager

- Submit and track patient's complaints regarding use of PHI.
- Track and assign complaints from receipt to resolution.
- Provide documentation of complaint handling and generation of patient letter.

## Administration

A panel restricted for a System Administrator to manage user information and system administration of application modules. The Administration module provides configuration for the HIPAA Compliance ePartner™ as a whole, as well as for specific features, such as Training and the FAQ questions.

## Reporting

The system provides a collection of standard and management reports for each module.

## Security

Secure, user-authenticated access is also provided for the entire system. Additional reports can be created using Crystal Reports and other industry standard report generation tools.

Document	Owner	Revision Date	Category	Date Submitted	Version	View File
District of Columbia Health Information Privacy Policies and Procedures	Learning Admin		Use and Disclosure Rules	2/25/2003	Final	<a href="#">View File</a>

## System Specifications

### Web Server

- Microsoft Internet Information Server on Windows NT Server, Windows 2000 or 2003 Server
- 512MB Minimum on servers (2 GB Recommended)

- 1 GB for database
- 50 GB for web application, documents and other content
- Microsoft SQL Server 7.x or SQL Server 2000

### Client

- Internet Explorer 5.5 or higher
- Windows 95, 98, NT, 2000, XP.
- 256MB Minimum on clients

