



HIPAA COMPLIANCE HANDBOOK

BINDER 1

PRIVACY POLICIES AND PROCEDURES

Policies for:

Privacy Officers
Substance Abuse Clinical Staff
Mental Health Clinical Staff
Human Resources

Patient Rights Policies, including
all necessary forms and letters.

And More...

BINDER 3

SECURITY POLICIES AND PROCEDURES

Policies for:

Administrative Safeguards
Physical Safeguards
Technical Safeguards

Security Officer Job Description
Risk Analysis Checklist
Risk Assessment Checklist
Contingency Operations Plan
Components

And More...

BINDER 2

IMPLEMENTATION MANUAL

Notice of Privacy Practices

Short and Long Versions

Acknowledgement of Receipt

Agreements

Audit/Evaluation

Business Associate & QSO Agreements

Authorization Forms

Standard Substance Abuse

Criminal Justice System

Training

Pre- and Post- Tests for Clinical Staff

PowerPoint for Clinical Staff

Information Sheets

EAP Information Sheets

“Cheat Sheet” - HIPAA and 42 C.F.R. Part 2

And More...

HIPAA HANDBOOK ORDER FORM

YES! I want the three-binder HIPAA Handbook.

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Illinois Alcoholism and Drug Dependence Association

Established in 1967, IADDA is a statewide organization representing prevention and treatment agencies, as well as individuals that are interested in the substance abuse field. The Association advocates for sound public policy that will create healthier families and safer communities. IADDA members educate government officials in Springfield and Washington, and work to increase the public's understanding of substance abuse and addiction.

Popovits & Robinson

The attorneys at Popovits & Robinson, P.C. offer substantial experience in health care law as well as a unique background of providing counsel to behavioral health care providers. The attorneys who are all former in-house counsel, have an appreciation for the balancing of business, financial, political, clinical, medical, legal and ethical decisions that health care providers encounter. This experience enables the attorneys to provide comprehensive legal advice to their clients. Popovits & Robinson is also a national recognized HIPAA consultant.