

# **VirSci's Privacy & HIPAA Compliance Practice**

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# Privacy Officer for Hire

- Qualifications

## Responsibilities:

- Awareness and Training
- Assessment & Gap Analysis
- Remediation Planning & Implementation
- Post Compliance Monitoring & Support

# Qualifications

- Conversant with HIPAA's privacy regulations, FTC fair information practice principles, as well as state and international laws
- Background in health information management, pharmaceutical marketing, e-health privacy and ethics, technology consulting, and accreditation review
- Experience with principles of project management and change management
- Demonstrated organization, facilitation, communication, and presentation skills

# Awareness & Training

- Executive Management Workshop
  - Privacy best practices
  - Review relevant federal and state laws
  - Overview of HIPAA privacy & security rules
- Employee Training Program
  - Identify who needs training
  - Help select training vendor
  - Oversee implementation of training program

# Assessment & Gap Analysis

- Audit current privacy & security policies and documentation
- Examine data collection, retention, processing and transmission processes and procedures
  - Identify all sources of PII and PHI
  - Identify business partners who use or have access to data
- Targeted interviews with key stakeholders
- Map current policies and procedures with HIPAA regulations, more stringent state laws, and/or privacy best practices
- Findings and recommendations for remediation

# Remediation Planning & Implementation

- Establish HIPAA/Privacy Oversight Committee
  - Compliance Officer, IT Director, Legal Counsel, Operations Director, Business Development Director
  - Develop charter
  - Facilitate meetings
- Develop Implementation Timeline
- Privacy & Security Policies and Documentation
  - Privacy policy
  - Business associate contracts
  - Authorizations
- Assess Certification Programs
- Implement Employee Training Program

# Change Management

- Integrate HIPAA/privacy requirements into overall workflow
- Minimize detrimental impact and maximize positive impact of HIPAA/privacy compliance
- Initiate cultural change within organization
- Foster information privacy awareness

# Post Compliance Monitoring & Support

- Periodic HIPAA/Privacy Audits
- Implement Certification Program as Necessary
- Ongoing Privacy Intelligence
  - Monthly *Privacy News* and quarterly *Privacy Watch* intelligence services keep you informed of new and updated HIPAA/privacy laws and regulations at the federal, state, and EU levels

# Contact Information

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