



Kent Record Management Inc.
"your offsite solution"

COMPLIANCE TRAINING

- HIPAA/HITECH
- Sarbanes Oxley (SOX)
- GLBA
- PCI-DSS
- FACTA Red Flags Rule

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HIPAA

New provisions were signed into law in February 2009 as part of the American Recovery and Reinvestment Act. As of February 2010, the game has drastically changed. These changes could greatly impact your business if you fail to educate your employees. Your employees present your greatest risk. Have you noticed the increased pressures concerning liability from your clients? Are you prepared to deal with this? Your clients are now required to hold you accountable to ensure their own compliance. The costs, penalties and fines related to a breach have risen significantly. Are you willing to risk putting your business in jeopardy simply because laws have changed, and you don't know what to do? Let our Certified HIPAA Professional help you work towards compliance by educating you and your workforce.

HITECH Act

Also passed as part of the ARRA of 2009, HITECH was designed to ensure the privacy, security, confidentiality, integrity, and availability of EPHI. Business Associates are now held to the same level of accountability as Covered Entities. This could have significant impact on your business if you handle tapes, computer media, or use or disclose any information in any in any electronic format. What about sending emails and faxes? How about laptops and other portable devices? Do you encrypt these devices?

Training Solutions

We offer a variety of training options:

- Offsite (conducted at your location)
- Onsite (conducted at KRM)
- eTraining
- Video Conference

All training options feature an e-mail update that will alert you with any changes to HIPAA or HITECH that will impact your business. This tool is used to keep you informed. All training material is frequently updated to ensure that everyone, including your new hires, stays current.

Certificates of Achievement will be awarded to each employee upon their completion of the training. These can be proudly displayed in a prominent place, so that your current and prospective clients can see that privacy and security matters to your business. This helps give them peace of mind and builds trust.

eTraining

KRM offers an interactive *eTraining* option for each employee. Easy to use: go to www.thehipaaman.com, create a new account, receive your e-mail confirmation, log in, select your course, make your payment and be ready to learn.

Trends

It is likely that you have seen an increase in the number of Business Associate Agreements (BAA's) that your current clients are sending to you. These documents may contain some pretty unrealistic liabilities if they go unnoticed or if they are not addressed. Tom has extensive experience in this area, and will assist you in examining these documents in an effort to potentially lower your liability. There is also an increasing trend regarding Requests for Proposals (RFP's). Many entities are now asking their potential Business Associates (BA's) to provide proof of a formal and documented HIPAA training program and policies and procedures that have HIPAA/HITECH language included, prior to selecting a BA to provide a service for them. BA's are actually losing new business opportunities because they are not able to provide these documents. The list of potential BA's is now being narrowed down early in the process. Don't allow this process to eliminate your company before they even get to know any more about you.

Policies and Procedures

KRM can help you create policies and procedures that meet the requirements of HIPAA and HITECH. We have assisted many organizations in this process. Let us help make your organization better simply by helping you mitigate risk.

About the Trainer

Tom has been with KRM since 2000 and serves as the on-staff Compliance Consultant in the Professional Services department. He is a Certified HIPAA Professional (CHP) and Certified Security Compliance Specialist (CSCS). Tom oversees KRM's compliance with local, state, and federal regulations through policies, procedures, audits, documentation, planning and implementing compliance solutions. Since 2009, Tom has been both marketing and performing an employee HIPAA training program that was created specifically for the Record and Information Management (RIM) industry. He has traveled internationally as a guest speaker and as a trainer, and presenting educational sessions for PRISM International, ARMA, NAID and AITP.

Tom provides training and consulting services to RIM companies, including commercial record centers, scanning/imaging companies, and information destruction companies and their clients. He also addresses other regulatory matters such as Sarbanes-Oxley, Gramm-Leach Bliley, FACTA, and PCI-DSS. This training will help provide a better understanding of these laws addressing compliance.

What Others Say

"Tom's training program did a good job of reducing HIPAA to a digestible format that was specific to the RIM industry and relevant to our team. Dedicating financial resources to the issue communicated to our clients that we're serious about HIPAA compliance and relieved the pressure of having to create a program internally. I recommend any RIM company take a close look at what Tom has to offer before reinventing the wheel." *-Chad Sorrell, Owner, Archives Logistics*

"I hired Tom to provide my employees with HIPAA training. Tom displayed great knowledge and passion for the subject at hand. Anyone that deals with HIPAA understands that no one looks forward to sitting through classes dealing with the subject. Tom made the sessions interesting and actually sparked some good conversations between him and my employees. Bringing in an outside consultant got my employees to understand that if I was paying for it, it must be important and the results were terrific. I would highly recommend Tom and his program to anyone that has ever thought about training their employees." *-Matt Larson, Larson Records Management*

"Tom's HIPAA compliance training continues to impact my business to this day. The heightened awareness that resulted is best illustrated in how many times our staff has approached us with suggestions about how to even further minimize our risks." *-Dave Heric, Principal, DataSite Northwest*