

MySleepScoring™

Volume 3 – HIPAA Compliance Manual

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Table of Contents

1. HIPAA Overview
2. Privacy Rule
3. Security Rule
4. Breach Notification Rule
5. Protected Health Information (PHI)
6. Minimum Necessary Standard
7. Administrative Safeguards
8. Physical Safeguards
9. Technical Safeguards
10. Workforce Training
11. Business Associate Agreements
12. Patient Rights
13. Access to PHI
14. Uses and Disclosures
15. Password & MFA
16. Remote Workforce
17. Email & Secure Communication
18. Portable Devices
19. Incident Reporting
20. Breach Investigation
21. Sanctions
22. Annual Risk Assessment
23. Documentation Requirements
24. Compliance Checklist

HIPAA Overview

This chapter establishes the company's policy regarding hipaa overview.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Privacy Rule

This chapter establishes the company's policy regarding privacy rule.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Security Rule

This chapter establishes the company's policy regarding security rule.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Breach Notification Rule

This chapter establishes the company's policy regarding breach notification rule.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Protected Health Information (PHI)

This chapter establishes the company's policy regarding protected health information (phi).

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Minimum Necessary Standard

This chapter establishes the company's policy regarding minimum necessary standard.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Administrative Safeguards

This chapter establishes the company's policy regarding administrative safeguards.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Physical Safeguards

This chapter establishes the company's policy regarding physical safeguards.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Technical Safeguards

This chapter establishes the company's policy regarding technical safeguards.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Workforce Training

This chapter establishes the company's policy regarding workforce training.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Business Associate Agreements

This chapter establishes the company's policy regarding business associate agreements.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Patient Rights

This chapter establishes the company's policy regarding patient rights.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Access to PHI

This chapter establishes the company's policy regarding access to phi.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Uses and Disclosures

This chapter establishes the company's policy regarding uses and disclosures.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Password & MFA

This chapter establishes the company's policy regarding password & mfa.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Remote Workforce

This chapter establishes the company's policy regarding remote workforce.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Email & Secure Communication

This chapter establishes the company's policy regarding email & secure communication.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Portable Devices

This chapter establishes the company's policy regarding portable devices.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Incident Reporting

This chapter establishes the company's policy regarding incident reporting.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Breach Investigation

This chapter establishes the company's policy regarding breach investigation.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Sanctions

This chapter establishes the company's policy regarding sanctions.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Annual Risk Assessment

This chapter establishes the company's policy regarding annual risk assessment.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Documentation Requirements

This chapter establishes the company's policy regarding documentation requirements.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.

Compliance Checklist

This chapter establishes the company's policy regarding compliance checklist.

All workforce members must complete required training before handling protected health information.

Only the minimum necessary information may be accessed to perform assigned duties.

Violations shall be investigated, documented, and addressed through corrective actions.

Policies are reviewed annually and updated when laws, regulations, contracts, or operational practices change.