



# *HIPAA and* **Dental**

A COMPREHENSIVE GUIDE TO  
AUTOMATING HIPAA  
COMPLIANCE.

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# What is HIPAA?



***Did you know: In the past, dentists have been fined for as little of a violation as responding to a review on Yelp.***

The Health Insurance Portability and Accountability Act (HIPAA) established industry standards for anyone working in healthcare. As such, HIPAA rules for those in the dental industry are the same as any other covered entity's (CE) obligations.

HIPAA regulations for dental offices require protected health information (PHI) to be safeguarded in the form of administrative, technical, and physical safeguards. With the increase in healthcare breaches, HIPAA dental compliance has never been more important.

Protecting patients' PHI should be a top priority for any healthcare entity as the healthcare industry is the most targeted for ransomware attacks. A ransomware attack occurs when a hacker infiltrates an organization's internal network and encrypts or steal sensitive data, demanding a sum of money for its return. Some medical practices, especially smaller ones, think that they don't need to be concerned about ransomware attacks, however, hackers are increasingly targeting small businesses as they are easier targets.

*It is important to be aware of all of the HIPAA requirements and to make sure that you are confidently fulfilling such requirements.*



## Checklist of Your HIPAA Requirements

# HIPAA Compliance Checklist for Dental

*The following are identified by HHS OCR as elements of an effective compliance program.  
Please check off as applicable to self-evaluate your practice or organization.*

### Have you conducted the following six (6) required annual Audits/Assessments?

- |   |   |
|---|---|
| <input type="checkbox"/> Security Risk Assessment                       | <input type="checkbox"/> Security Standards Audit |
| <input type="checkbox"/> Privacy Standards Audit (Not required for BAs) | <input type="checkbox"/> Asset and Device Audit   |
| <input type="checkbox"/> HITECH Subtitle D Privacy Audit                | <input type="checkbox"/> Physical Site Audit      |

### Have you identified all gaps uncovered in the audits above?

- ☐ Have you documented all deficiencies?

### Have you created remediation plans to address deficiencies found in all six (6) Audits?

- ☐ Are these remediation plans fully documented in writing?
- ☐ Do you update and review these remediation plans annually?
- ☐ Are annually documented remediation plans retained in your records for six (6) years?

### Have all staff members undergone annual HIPAA training?

- ☐ Do you have documentation of their training?
- ☐ Is there a staff member designated as the HIPAA Compliance, Privacy, and/or Security Officer?

### Do you have Policies and Procedures relevant to the annual HIPAA Privacy, Security, and Breach Notification Rules?

- ☐ Have all staff members read and legally attested to the Policies and Procedures?
- ☐ Do you have documentation of their legal attestation?
- ☐ Do you have documentation for annual reviews of your Policies and Procedures?

### Have you identified all of your vendors and Business Associates?

- ☐ Do you have Business Associate Agreements in place with all Business Associates?
- ☐ Have you performed due diligence on your Business Associates to assess their HIPAA compliance?
- ☐ Are you tracking and reviewing your Business Associate Agreements annually?
- ☐ Do you have Confidentiality Agreements with non-Business Associate vendors?

### Do you have a defined process for incidents or breaches?

- ☐ Do you have the ability to track and manage the investigations of all incidents?
- ☐ Are you able to provide the required reporting of minor or meaningful breaches or incidents?
- ☐ Do your staff members have the ability to anonymously report an incident?

**\* AUDIT TIP: If audited, you must provide all documentation for the past six (6) years to auditors.**

*Need help completing your Checklist? Schedule your HIPAA consultation today at*  
**888-979-8880      or      wgordon@kaizenHIPAA.com**

**Download your HIPAA for Dental Guide at: [www.kaizenHIPAA.com](http://www.kaizenHIPAA.com)**

This checklist is composed of general questions about the measures your organization should have in place to state that you are HIPAA compliant, and does not qualify as legal advice. Successfully completing this checklist **does not** certify that you or your organization are HIPAA compliant.

# Benefits to Getting Compliant

Compliancy Group's total HIPAA compliance solution allows your practice to become HIPAA compliant, with the support of dedicated Compliance Coaches guiding you through the process. By being HIPAA compliant, you increase the trust of your patients and any potential patients.

## WHY YOU SHOULD BECOME HIPAA COMPLIANT:



SATISFY THE LAW



PROVE TO PROSPECTIVE PATIENTS  
THAT THEY CAN TRUST YOU



PROTECT YOUR PRACTICE FROM  
AUDITS AND FINES



DIFFERENTIATE AND GROW  
YOUR PRACTICE

BY BECOMING COMPLIANT, YOU  
GAIN CONFIDENCE THAT YOUR  
PRACTICE IS PROTECTED FROM  
FINANCIAL AND LEGAL LIABILITIES



WITH COMPLIANCY GROUP'S  
INDUSTRY RECOGNIZED HIPAA SEAL  
OF COMPLIANCE, YOUR PATIENTS  
CAN REST ASSURED THAT YOU HAVE  
TAKEN ALL THE NECESSARY STEPS TO  
PROTECT THEIR INFORMATION.



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# Seal of Compliance

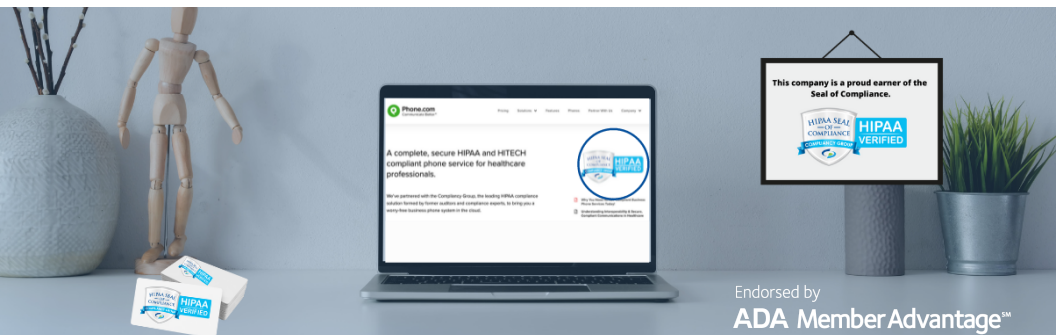


The Seal of Compliance verifies and validates that users of our HIPAA software, The Guard, have made every effort to satisfy the HIPAA regulations, and have the documentation to illustrate it.

The Seal of Compliance is issued by Compliancy Group upon users' completion of their HIPAA compliance program.

**The Seal of Compliance serves as a great differentiator.** The presence of the Seal, on your website or in your practice, proves to patients that you care about safeguarding their information. They can be confident that when they choose your practice, that you will do all that is necessary to protect their sensitive information.

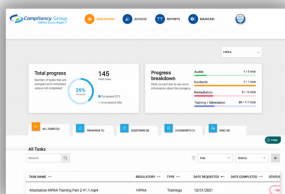
*"Compliancy Group has been extremely helpful in getting us HIPAA compliant in our busy dental office. When we first began, I had no idea where to even start. They have helped and been there every step of the way." - Couzens Dental*



# Compliance Software & Coaching

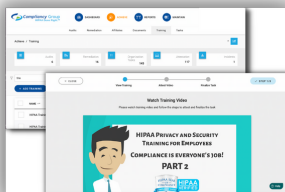
When you sign up for our compliance software, you are assigned your own personal coach to assist you and make sure you're on track to get compliant. Our coaches are with you every step of the way and continue to offer support even after you're compliant.

Below is some of what is included in our software!



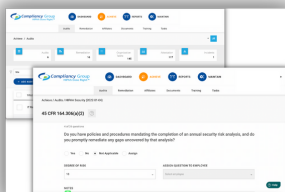
## Snapshot of Compliance Status

Easily view your current compliance status and task list on a compliance dashboard. Ensures you are never missing a step and always on the right track!



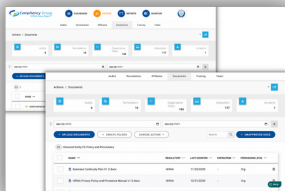
## Training and Attestations

Training that goes beyond a powerpoint. We give you the ability to effectively train and track your employees as well as provide you with videos and personalized training materials.



## Security Risk Assessment

We provide the tools to complete your Security Risk Assessment as well as all the other required audits. All you need to do is simply answer a series of yes or no questions to assess your HIPAA risk!



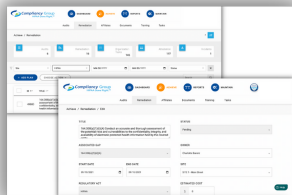
## Policies and Procedures

We help you to create custom policies and procedures that meet HIPAA standards, and apply specifically to your business. All BAAs, necessary documentation, attestations and more – all stored in one easy-to-access platform.

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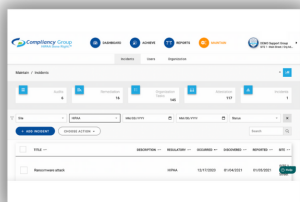
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# Compliance Software & Coaching



## Remediation

Our software intuitively guides you through your HIPAA Risk Analysis and automatically assigns remediation plans. These remediation plans are fully documented and include calendar dates by which gaps need to be remedied.



## Incident Management

Breaches happen, and when they do, they need to be reported. The Guard incident manager makes it easy to report incidents and allows users to do so anonymously.

There is a lot that goes into a HIPAA compliance program, and our solution helps automate the grunt work. It can also track your OSHA compliance and other requirements, as well!

Our industry-recognized software solution simplifies HIPAA compliance with Compliance Coaches there each step of the way. Compliancy Group gives you peace of mind in your compliance plan reducing risk, increasing patient loyalty, and profitability of your practice.

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## Contact Us



**888-979-8880**



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