



HSG Subscription Plan Model Documents Datasheet

Table of Contents

Introduction..... 5
Model Contracts..... 5
Model Policies 5
Model Forms & Letters..... 6
Model Spreadsheets 6
Summary 6

Introduction

Our Subscription Plans contains a significant number of model documents, including various tools and templates, that help you comply with the Rules. This Datasheet describes many of the model documents that are available, but it is not exhaustive. We continuously innovate and add to our model document library in order to increase the value of our Subscription Plan to customers.

Model Contracts

As enumerated below our Subscription Plan contains Model Contracts—which are ready-to-go out-of-the-box with few changes required. Our Model Contracts each contain an “annotated version” which serves as an educational tool, pointing to the source code of the regulations from which the respective terms and conditions were derived.

- Covered Entity to Business Associate Contract
- Business Associate to Business Associate Contract

Our Model Contracts were prepared by our CEO, who is a recognized national authority on HIPAA. They contain all the necessary regulatory language, and other helpful language that you are unlikely to find elsewhere (e.g. the parties agreeing to a Breach Notification Communications Plan 30 days post execution).

Model Policies

Our Subscription Plan comes with the following Model Policies that ready to use out-of-the box.

- Model Mobile Policy
- Model Privacy Rule Policy
- Model Notice of Privacy Practices
- Model Security Rule Policy
- Breach Notification Policy

We recommend that policies be distributed and signed by your entire Workforce after vetting with the executive management team. This seemingly simple step is often overlooked. Policies that are not read, understood, and approved are virtually worthless; representing nothing more than “flowery language” about what the organization *intends to do*. Workforce signatures *demonstrate* the organization’s intent.

Model Forms & Letters

Our Subscription Plan contains many Model Forms mostly helpful for your Privacy Rule compliance initiative:

- PHI Patient Access Request Form
- PHI Patient Amendment Request Form
- PHI Patient Accounting Disclosures Request Form
- PHI Patient Restriction Request Form
- Workforce Sanction Form
- Business Partner Vetting Form
- Media Breach Notification Press Release
- Patient Breach Notification Letter
- Named Compliance Officer Letter

Model Spreadsheets

Our Model Spreadsheets are part of the tools & templates that come with our Subscription Plan.

- Training Capture
- Incident Tracking
- Security Rule Scorecard
- Privacy Rule Scorecard
- Breach Notification Rule Scorecard
- Cloud, Social Media & Mobile Scorecard
- Security Objects
- Business Partner Vetting Scorecard

Our Spreadsheets are instrumental in helping you keep track of where you currently stand in your HIPAA compliance initiative, or where one of your Business Associates stands in theirs.

Summary

The breadth and depth of our Model Documents led one customer to state that our Subscription Plan contains “an embarrassment of riches.” Indeed, it does. Fine tuned over the last decade, our Model Documents alone are worth the price of admission.