



## Espresso Release 2.0 Compliance Repository Folder Structure

The levels of your Compliance Repository folder structure, as will be implemented in Espresso 2.0 are as follows.

### Policies and Procedures

- Breach Incidents
  - Incident #1
    - Documents
    - HHS Notification
    - Media Notification
    - Patient Notification
- Breach Notification Rule
- Business Associates (“BA”)
  - Breach Notification
  - Business Associate Contract
  - Policies & Procedures
  - Risk Assessments
- Cloud
- Disaster Recovery (“DR”)
- Mobile
- Patients
  - Patient One
    - Access Requests
    - Amendment Requests
    - Authorizations
  - Complaints
  - Correspondence
  - Disclosure Requests
  - NOPP
  - Restrictions
- Patients’ Bill of Rights
  - Notice of Privacy Practices 520
  - Rights for an Accounting of Disclosures 528
  - Rights to Access PHI 524
  - Rights to Amend PHI 526
  - Rights to Request Restrictions 522
- Privacy Rule
- Risk Assessments
- Risk Management
- Security Rule
- Social Media
- Workforce
  - Person 1
    - Clearance
    - Executed Policies
    - Sanctions
    - Training