

HIPAA COMPLIANCE MANUAL OUTLINE FOR HEALTHCARE PROVIDERS

COMPLIANCE MANUAL CONTENTS

Every healthcare provider implementing the requirements of the administrative simplification provisions of the Health Insurance Portability and Accountability Act (HIPAA) is required to retain documentation relating to policies, procedures, actions, activities, and designations that are developed during the compliance process (reference section 45 CFR 164.530(j)(1) and 45 CFR 164.316). As you complete compliance steps within the HIPAA Rx™ software you will be developing documentation that must be retained. Each item listed in the table of contents is a document that will be customized, printed, or reviewed as you complete the interactive HIPAA compliance plan including within the HIPAA Rx™ software.

This outline is designed to provide your organization with guidance for developing a compliance manual to retain its HIPAA compliance documentation. Your compliance manual should consist of 10 sections; it is recommended that your organization obtain a three ring 2” binder to retain all of its HIPAA compliance documentation.

HIPAA COMPLIANCE MANUAL

[NAME OF ORGANIZATION]

[DATE]

HIPAA COMPLIANCE MANUAL

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