

HIPAA AND MEDICAL RECORDS LAW

Please select a date and location: MADISON - May 8 APPLETON - May 9 MILWAUKEE - May 10
 SCHAUMBURG - May 21 BLOOMINGTON - May 22 NAPERVILLE - May 23



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5 or more**	\$179 ea.	\$199 ea.

*Registrations received 10 days prior to seminar date.
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Includes state-specific regulations and requirements!

HIPAA and Medical Records Law

Meeting the privacy and security regulations

NEW!

- ◆ **Mega Rule (Omnibus Rule), enforceable September 2013**
- ◆ **Major coding pitfalls**
- ◆ **The "right of privacy" versus the "duty to know"**
- ◆ Receive a compliance checklist, procedural forms, and training certificate
- ◆ Discuss the most current HIPAA requirements and criminal and civil penalties
- ◆ Explain the most common mistakes made when using electronic billing
- ◆ Identify the challenges and exceptions to confidentiality when dealing with records regarding AIDS, mental health, abortion, and minors
- ◆ Determine the best course of action when state and federal laws contradict one another
- ◆ Assess how you can simplify the process and take cost-effective security measures

Includes 1 hour of ethics discussion

Madison, WI - May 8
Appleton, WI - May 9
Milwaukee, WI - May 10
Schaumburg, IL - May 21
Bloomington, IL - May 22
Naperville, IL - May 23



www.CrossCountryEducation.com

The ultimate HIPAA medical records training course! Everything you ever wanted to know about medical records but were afraid to ask.

HIPAA and Medical Records Law

Meeting the privacy and security regulations

Includes state-specific regulations and requirements!

HIPAA Compliance

Now that the HIPAA compliance deadline has passed, health care providers have been struggling to comply with the unique challenges this regulation brings. Forms and privacy notifications have become the norm in the health care industry. But is your practice covering all of its bases and ensuring that your patients' information is protected? Do you know how to properly handle requests for medical records? Are you aware of the penalties that could result if reasonable safeguards are not taken? Do you know how to deal with sensitive records regarding information on minors, AIDS, and mental health? Are your electronic billing practices secured?

Attend this one-day seminar and receive the answers to all these questions and more. Attendees will discuss the three major components to HIPAA compliance: privacy, security, and electronic transactions. You will be given a step-by-step guide to guarantee that your practice or facility is fully secure. Information pertaining to writing the required policies, procedures, and consents will be discussed, as well as samples of all required forms. Attendees will leave this seminar armed with all the information needed to comply with the HIPAA regulations.

Course Director

JOE BORICH III, JD, LL.M., has been a certified mediator, author, and a practicing attorney for over 30 years. He currently has his own firm in Kansas City, Kansas, where he provides legal, consulting, and business coaching services for the health care industry. Throughout his legal career, Mr. Borich has worked extensively in the area of medical records and personal privacy and has considerable litigation experience in health care related cases, including serving as the defense attorney in the nation's largest Medicare anti-kickback prosecution.

Mr. Borich has worked for the Department of Justice and served as an Assistant Attorney General stationed in New York and Washington, D.C. Having given seminars for Cross Country Education for nearly a decade, Mr. Borich is an accomplished speaker who uses his experience and knowledge to deliver a complete learning experience. Mr. Borich will provide the necessary analysis and focus of HIPAA and how it interacts with current state and other federal laws.

You Will Receive

- Reference manual
- Copy of regulations (privacy and security)
- Audit HIPAA checklist
- Your state law handout
- Valid HIPAA authorization
- Valid business associate contract
- Valid privacy notice (in English and Spanish)
- HIPAA policy and procedural forms
- Government security matrix grid
- Certificate of training

What You Will Learn

- ★ Discuss the most current HIPAA requirements and penalties
- ★ Review the HIPAA electronic transaction and code sets rule
- ★ Identify the challenges and exceptions to confidentiality when dealing with records regarding AIDS, mental health, abortion, and minors
- ★ Determine the best course of action when state and federal laws contradict one another
- ★ Explain the most common mistakes made when using electronic billing
- ★ Assess how you can simplify the process and take cost-effective security measures
- ★ Outline Medicare and Medicaid fraud implications
- ★ Examine mandatory medical records and billing—It is on the horizon! Be prepared.
- ★ Discuss regulations regarding the 3 biggest issues in HIPAA: privacy, patient records access, and record retention

Who Should Attend

- Health Information Management/Medical Records Managers
- Business Office Managers
- Billing Managers
- Medical Information Services Personnel/Management
- Department Heads
- Nurse Managers/Clinicians
- Physicians
- Nurse Practitioners
- Physician Assistants
- Dentists/Dental Assistants/Hygienists
- Pharmacists
- Privacy/Security Officers
- General Counsel Attorneys
- Respiratory Therapists

All personnel involved with the storage and release/transfer of medical records in:

- Hospitals
- Nursing homes, rest homes
- Medical practices
- Physician groups
- Home health
- Substance abuse centers
- Managed care
- Application service providers
- Mental health
- Therapy and rehab
- Laboratories
- Insurance companies
- Billing services
- Dental offices

Our Guarantee

Cross Country Education is a national leader in high-quality educational products and services for the health care industry. We have trained over one million health care providers, managers, nurses, professionals and key personnel through our seminars, conferences and study programs. Our programs are guaranteed to improve the effectiveness and efficiency of participants. If you attend one of our one-day seminars or purchase an audio product and do not receive the professional or business benefits described in our literature, or have some other professional complaint, please let us know in writing within seven days and we will issue a credit voucher that you or anyone in your facility may use toward another one-day seminar or audio program. All returned audio products and materials must be received in original condition before a replacement is issued. You may contact us at Cross Country Education, P.O. Box 200, Brentwood, TN, 37024.

Confirmations & Cancellations

Confirmations of registration are sent via email within three days of receipt in our office. Add customerservice@crosscountryeducation.com to your email address book to ensure delivery. **If you have not received a confirmation, you may call our office at 800-397-0180 or 615-331-4422 to verify registration.** Cancellations received at least five working days before the event are refundable less a \$20 administrative charge per registrant. There is no refund for cancellations received later; however, a credit will be issued toward a future event or product order. Please note that if you register and do not attend, you are still liable for full payment. Substitutions may be made at any time. The expense of continuing education, when taken to maintain and improve professional skills, may be tax deductible. Please contact your accountant for complete details.

Disclaimer: Any opinions, findings, recommendations or conclusions expressed by the author(s) or speaker(s) do not necessarily reflect the views of Cross Country Education. Cross Country Education reserves the right to substitute a qualified instructor due to unforeseen circumstances.

Registrants will not receive a certificate until payment has been received and course has been successfully completed. If payment is not received ten (10) days prior to the seminar, the certificate may not be present at the seminar. If your payment is returned marked NSF it will be represented electronically and a processing fee will be charged as allowed by law.

Audio Products

Audio products include a comprehensive CD recording and companion course manual. If you are registered to attend this seminar, you may order a set of CDs at a reduced fee. Pricing can be found on the registration form, along with shipping and handling. All pricing given in US currency; please call for international rates. You can order online at our website, by faxing or mailing the registration form on this brochure, or by calling 800-397-0180 or 615-331-4422. All material is under copyright; any duplication is unauthorized without written consent from Cross Country Education. Products in stock will typically ship within 5-7 business days. Call for availability.

Dates & Locations

MADISON - May 8, 2013

Doubletree Madison
525 W Johnson St, Madison, WI 53703 608-251-5511

APPLETON - May 9, 2013

Holiday Inn Neenah Riverwalk
123 E Wisconsin Ave, Neenah, WI 54956 920-725-8441

MILWAUKEE - May 10, 2013

Doubletree Milwaukee City Center
611 W Wisconsin Ave, Milwaukee, WI 53203 414-273-2950

SCHAUMBURG - May 21, 2013

Holiday Inn Rolling Meadows
3405 Algonquin Rd, Rolling Meadows, IL 60008 847-259-5000

BLOOMINGTON - May 22, 2013

Holiday Inn Hotel and Suites
3202 E Empire St, Bloomington, IL 61704 309-662-4700

NAPERVILLE - May 23, 2013

Crowne Plaza Glen Ellyn-Lombard-Downers Grove
1250 Roosevelt Rd, Glen Ellyn, IL 60137 630-629-6000

Course Hours

Registration begins at 7:30 a.m. The seminar **begins at 8:00 a.m.** and **concludes at 3:30 p.m.** Coffee/hot tea provided in a.m. One-hour break for lunch on your own. For late arrivals or early departures, please see amended certificate information under Continuing Education Credit.

*Great speaker! He geared the presentation to meet the class' needs.
Also made the subject very easy to understand.*

Angelica Martinez, Edison, NJ

COURSE CONTENT

OVERVIEW OF HIPAA

- ◆ Determining who must comply
- ◆ Security regulations
- ◆ Privacy regulations
- ◆ Penalties
- ◆ What to do when state and federal laws contradict

HIPAA COMPLIANCE: A STEP-BY-STEP GUIDE

- ◆ Treatment
- ◆ Payment
- ◆ Conducting a risk analysis
- ◆ Developing the HIPAA team
 - selecting the privacy officer
 - selecting the security officer
- ◆ Record retention and release rules
- ◆ Drafting policies, procedures, and consent forms
- ◆ Simplifying the process
- ◆ How long are you required to retain records?
- ◆ Mandatory medical records—how your practice could be affected

PRIVACY RULE

- ◆ Medical record inspection and copying policy
- ◆ Amendment and correction policy
- ◆ Log of disclosures policy
- ◆ Privacy notice policy
- ◆ Reasonable restrictions of health information policy
- ◆ Reasonable alternate communication policy
- ◆ Training and sanction system for employees

SECURITY RULE

- ◆ Risk analysis and risk management
- ◆ Determining who should have access to patient records
- ◆ Reasonable safeguards to protect health information program
- ◆ Protection from malicious software
- ◆ Emergency plans
- ◆ Computer access controls and passwords
- ◆ Administrative safeguards
- ◆ Physical safeguards
- ◆ Technical safeguards

ELECTRONIC RECORDS

- ◆ HIPAA transaction and code sets rule
- ◆ Payment
- ◆ Reimbursement
- ◆ Most common problems
- ◆ Medicare/Medicaid fraud implications

BLUEPRINT FOR REQUEST FOR PROPOSALS

- ◆ **PLAN: FROM PAPER TO ELECTRONIC**
- ◆ How to select electronic medical record vendors for hardware and software purchase

DEALING WITH SPECIALIZED ELECTRONIC MEDICAL RECORDS

- ◆ E-scripts
- ◆ E-test orders
- ◆ E-test results
- ◆ E-doctor's notes

SPECIALIZED RECORDS RULES

- ◆ Cancer
- ◆ AIDS
- ◆ Mental health
- ◆ Drug and alcohol addiction
- ◆ Genetic testing
- ◆ Abortion
- ◆ Minors
- ◆ Elders

OTHER CONFIDENTIAL RECORDS

- ◆ Court records
- ◆ Worker's compensation
- ◆ Subpoenas
- ◆ Court orders
- ◆ Search warrants
- ◆ Qualified protective orders
- ◆ Guardianships
- ◆ Evidence admissibility
- ◆ Verdicts

HEALTH CARE DIRECTIVES AND DURABLE POWERS OF ATTORNEY

STATISTICS AND CASE STUDY OF HIPAA CRIMINAL PROSECUTION

STATISTICS AND CASE STUDY OF HIPAA CIVIL COMPLAINTS AND FINES

Continuing Education Credit

Healthcare Executives: Cross Country Education is authorized to award 6 hours of pre-approved ACHE Qualified Education credit (non-ACHE) for this program toward advancement, or recertification in the American College of Healthcare Executives. Participants in this program wishing to have the continuing education hours applied toward ACHE Qualified Education credit should indicate their attendance when submitting application to the American College of Healthcare Executives for advancement or recertification.

Pharmacists and Pharmacy Technicians: Cross Country Education, LLC is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education. ACPE Universal Activity Number 0491-0000-11-005-L03-P/T, Knowledge-Based. This seminar is offered for 6 ACPE contact hours. Statements of Continuing Pharmacy Education Credit will be mailed within 4 weeks following the program. Full attendance is required to receive 6 ACPE contact hours and upon completion of the Seminar Evaluation Form, in the event of late arrival and/or early departure, amended certificates and Statements of Credit indicating the actual number of credit hours earned will be provided upon calling Cross Country Education.



Medical Records Personnel: This program has been approved for 6 continuing education credits for use in fulfilling the continuing education requirements of the American Health Information Management Association (AHIMA). Granting prior approval from AHIMA does not constitute endorsement of the program content or its Program Sponsor.



Medical Assistants: This program has been granted prior approval by the American Association of Medical Assistants (AAMA) for 6 Continuing Education Units. Granting approval in no way constitutes endorsement by the AAMA of the program content or the program's sponsor.

Nurses: Cross Country Education, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation. This course is offered for 6 contact hours.



Cross Country Education is an approved provider with the Iowa Board of Nursing, approved provider #328. This course is offered for 7.2 contact hours. Cross Country Education is approved by the California Board of Registered Nursing, Provider #CEP 13345, for 7.2 contact hours. Cross Country Education is an approved provider by the Florida Board of Nursing, provider #50-466. This course is offered for 6.0 contact hours.



Social Workers: Cross Country Education provider #1005, is approved as a provider for social work continuing education by the Association of Social Work Licensure Boards (ASWB), through the Approved Continuing Education (ACE) program (an approved provider since 1999, approved through 1-27-15). Cross Country Education maintains responsibility for the program. Social workers will receive 6 continuing education clock hours for participating in this course. Licensed social workers should contact their individual state jurisdiction to review the current continuing education requirements for licensure renewal. Visit ASWB's website at www.aswb.org for more information.

Counselors: Cross Country Education is an NBCC Approved Continuing Education Provider (ACEP™) and may offer NBCC approved clock hours for events that meet NBCC requirements. (NBCC Provider #5904) The ACEP solely is responsible for all aspects of the program. Six (6) contact (clock) hours are being awarded for completion of this program. Cross Country Education is a registered counselor continuing education sponsor approved through the State of Illinois Department of Professional Regulation (license # 197-000144). This program is offered for six (6) contact hours of continuing education for counselors. Licensed counselors in other states should contact their individual state jurisdiction to review the current continuing education requirements for licensure renewal.



Marriage and Family Therapists: Cross Country Education is a registered marriage and family therapist continuing education sponsor approved through the State of Illinois Department of Professional Regulation (license # 168-000172). This program is offered for six (6) contact hours of continuing education for marriage and family therapist. Licensed marriage and family therapist in other states should contact their individual state jurisdiction to review the current continuing education requirements for licensure renewal. This program has been submitted to the Wisconsin Association for Marriage and Family Therapy for 6 CEUs.

Coders: This program has the prior approval of the American Academy of Professional Coders (AAPC) for 6 continuing education hours. Granting of prior approval in no way constitutes endorsement by the AAPC of the program content or the program sponsor. AAPC approval good thru 8/31/2013.



Psychologists: Cross Country Education is approved by the American Psychological Association to sponsor continuing education for psychologists. Cross Country Education maintains responsibility for this program and its content. This program offers 6 CE credits for psychologists. Full attendance is required to receive credit for psychologist, variable credit for partial attendance may not be awarded based on the APA guidelines.

NHAs: Cross Country Education is a Certified Sponsor of professional continuing education with the National Association of Long Term Care Administrator Boards (NAB) and has approved this program for the number of clock hours listed under their sponsor agreement with NAB/NCERS. State licensure boards, however, have final authority on the acceptance of individual courses.

Alcoholism and Drug Abuse Counselors: Cross Country Education is an approved provider by NAADAC Approved Education Provider Program (Provider #369). This course is offered for 6 contact hours.



Case Managers: This program has been pre-approved by The Commission for Case Manager Certification to provide continuing education credit to CCM® board certified case managers. The course is approved for 6 CE contact hour(s). Activity code: S0001463 Approval Number: 20132093. To claim these CEs, log into your CE Center account at www.ccmcertification.org.



Office Managers: HIPAA and Medical Records Law meets the criteria of the Professional Association of Health Care Office Management and is approved for 6 CEUs.

Respiratory Therapists: This program has been approved for 6 contact hours Continuing Respiratory Care Education (CRCE) credit by the American Association for Respiratory Care, 9425 N. MacArthur Blvd. Suite 100 Irving TX 75063 Course #139121000.



Dentists: Cross Country Education is designated as an Approved PACE Program Provider by the Academy of General Dentistry. The formal continuing education programs of this program provider are accepted by AGD for Fellowship, Mastership and membership maintenance credit. Approval does not imply acceptance by a state or provincial board of dentistry or AGD endorsement. The current term of approval extends from 10/1/2011 to 9/30/2015. It is offered for 6 credit hours. Provider ID# 217543.

Dental Assistants: This program is approved for Category 3, 6 hours of continuing education credit by the Dental Assisting National Board, Inc. (Approval #42002-0051-12-10) Course Approved for DANB CDE Credit: Credits earned upon completion of this course may be used to meet DANB's Recertification Requirements. Approval for DANB CDE credit does not imply DANB endorsement of or affiliation with the course or course sponsor or provider. This provider is authorized to confer 6 units of California continuing education credit.



Physical Therapists: This program has been submitted to the Illinois Physical Therapy Association for approval of 6 credit hours.

Massage Therapists: Cross Country Education, LLC. is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) as a continuing education Approved Provider. Provider #450123-06. This course is offered for 6 CE hours. 100% attendance is required for a Certificate of Completion to be issued, no variable credit is given.



Occupational Therapists, Occupational Therapy Assistants: Cross Country Education is an AOTA Approved Provider of continuing education. This course is offered for .6 AOTA CEUs. The assignment of AOTA CEUs does not imply endorsement of specific course content, products, or clinical procedures by AOTA. AOTA Educational level Intermediate, Category 3: Professional Issues.



Ethics: This educational offering is offered for 6 hours of continuing education of which 1 hour includes discussion of ethics issues.

Other professions: This educational offering qualifies for 6 continuing education hours as required by many national, state and local licensing boards and professional organizations. Save your course outline and certificate of completion, and contact your own board or organization for specific filing requirements.

All professionals: In order to process continuing education, please bring the appropriate license/certification number to the seminar.

Amended certificates: Please note that the credit hours listed above are offered by Cross Country Education and/or boards/associations for a full day's attendance. In the event of late arrival and/or early departure, amended certificates indicating the actual number of credit hours earned will be provided upon calling Cross Country Education.