



HIPAA Compliance Services

***FULL SERVICE STAND-ALONE ON-SITE HIPAA
CONSULTING ASSISTANCE***

Or

***SELF-ADMINISTRATION HIPAA MANUAL WITH
SIMPLIFIED INSTRUCTIONS AND A CD ROM FOR EASY
COMPLIANCE***

Our unique stand-alone HIPAA compliance services are designed to fit any budget. If you have a full HR staff and the ability to become compliant on your own, we can help you with our HIPAA compliance self-administration manual. For others, we are able to come on-site and do the work for you initially, then train your staff for ongoing compliance needs. Either way, you become compliant quickly and efficiently.

Why Worry About HIPAA Compliance?

HIPAA applies to most employers with 2 or more employees. Could your firm pass a Department of Labor or IRS compliance audit? Are your forms, notices, and administrative procedures up to speed? The U.S. Department of Labor has determined that the majority of the nation's HIPAA-eligible employers are non-compliant with HIPAA and related legislation, has recently increased their audit budget, and is now doing extensive auditing for HIPAA compliance. Potential penalties include IRS and/or HCFA excise taxes, as well as DOL civil penalties. This extensive law can prove to be an administrative nightmare for employers.

A leading national HIPAA compliance consultant can assist you with the information and tools needed to pass HIPAA audits, including:

- *The Basic Provisions of HIPAA and now new Privacy Requirements*
- *HIPAA Pre-Existing Conditions and Portability Rules*
- *Late Entrant and Special Enrollee Rules*
- *Certificates of Coverage Requirements*
- *Employer Notice and Administrative Requirements*
- *HIPAA Enforcement*
- *Penalties for HIPAA Non-Compliance*
- *Other Federal Laws and Related Requirements*
- *Department of Labor Audit Preparation*
- *Helpful Hints How to Prepare For, And Pass, A HIPAA Audit*
- *Privacy Training and Implementation*

HIPAA Compliance Services Offered

FULL SERVICE STAND ALONE ON-SITE HIPAA CONSULTING ASSISTANCE

- ⇒ Review of current plans, documents and procedures
- ⇒ Creation of all forms and notices, customized for your firm, for HIPAA and related legislation
- ⇒ Initial notices, renewal notices, public postings
- ⇒ Fiduciary monitoring with carriers
- ⇒ Self-insured plan document amendments, SPD assistance
- ⇒ Human Resources Training
- ⇒ Creation of Audit Binder and Organization

SELF-ADMINISTRATION HIPAA MANUAL WITH SIMPLIFIED INSTRUCTIONS AND A CD ROM FOR EASY COMPLIANCE

- ⇒ Step-By-Step Instructions
- ⇒ CD Rom with Ready-To-Use Forms and Sample Materials
- ⇒ Simplified Format Makes Administrative Use Easy
- ⇒ No Legal Jargon!
- ⇒ Automatic Update Service Available
- ⇒ Audit Organizer

NEW PRIVACY SERIES ADDED IN 2003!

Privacy Trainers:

- ⇒ California and Nationwide Privacy Officer Training Seminars Now Available!
- ⇒ All health plans must elect a Privacy Officer and receive Privacy Training!
- ⇒ Medical Records Privacy effective date 4-13-03 for large plans and 4-13-04 for small plans!
- ⇒ Certificate of Completion, Action Plans and Comprehensive Employer Notebook Included!

Update Series Includes Privacy Requirements:

- ⇒ Business Associates Agreements (model notice plus added suggested language for contractual use); agents, TPA's, PPO/UR language included
- ⇒ Action Plans in chart form for easy review and implementation
- ⇒ Security Plan Chart (subject to change with release of Security Regulations from HHS)
- ⇒ Sample Notice and Authorization Forms
- ⇒ Sample Plan Amendments
- ⇒ Suggestions for Policies and Procedures and much more!

Privacy Consulting On-Site Now Available

Why Use Advanced Benefit Consulting?

*Dorothy M. Cociu, RHU, REBC, President, a leading HIPAA expert, a national speaker on HIPAA and COBRA, and the author of The ABC's of HIPAA Compliance: An Employer's Simplified Administrative Guide to HIPAA Compliance, oversees our HIPAA compliance unit. She has been educating employers and health insurance industry personnel on HIPAA and related legislation since 1997, with seminars, a series of informative articles and on-site consulting. Dorothy recently created a nationwide HIPAA Employer Education program for the National Association of Health Underwriters, at the request of the U.S. Department of Labor and HCFA. That program kicked off in January, 2001. Clients of Advanced Benefit Consulting include employer groups, third party administrators, health plans, health plan general agencies, and the U.S. Department of Labor. **Why use Advanced Benefit Consulting for your HIPAA compliance? Because we wrote the book on HIPAA Compliance!***

***To Inquire About Our On-Site HIPAA
Compliance Services, or Our HIPAA Manual, Call Us At (866) 658-3835,
Ext. 4#***

Now with two offices to serve you better!

***Advanced Benefit Consulting & Insurance Services, Inc.
P.O. Box 6677, Fullerton, CA 92834-6677
(714) 693-9754 Phone, (888) 288-0164 (Toll Free), (714) 879-7733 (Fax)
P.O. Box 1941, Big Bear Lake, CA 92315
(909) 878-9210 Phone, (866) 658-3835 (Toll Free), (909) 878-9211 (Fax)***