



# The Employer HIPAA Compliance Solution...

*Portability and Certification, Non-discrimination,  
and now, HIPAA Privacy!*

*Simple, Easy, Affordable, Turn-Key Products to Assist  
Employer Plan Sponsors With HIPAA Compliance!*

*We Offer*

*Our Self-Administration HIPAA Manual...  
Training Videos for Multiple Levels of Training...  
Privacy Posters....*

*Privacy Training Seminars for Privacy Officers and  
Privacy Work Groups...  
Retail, public seminars and private, sub-contracted training available*

*Package Discounts Available!*

Advanced Benefit Consulting & Insurance Services, Inc.  
Multiple offices nationwide – West Coast, Midwest, Southeast Privacy Offices to Serve You  
Products Sales Office: P.O. Box 1941, Big Bear Lake, California 92315 – 1941  
Other California Offices: Orange County, CA, Ventura County, CA  
(866) 658-3835, Phone, (909) 878-9211 Fax



# The ABC's of HIPAA Compliance...

## An Employer's Simplified Administrative Guide to HIPAA Compliance

- *Step-By-Step Instructions for Complying with HIPAA and Related Federal Legislation*
- *CD Rom With Ready-To-Use Forms and Sample Materials*
- *Simplified Format Makes Administrative Use Easy. No Legal Jargon! Truly an "Employer's Manual"!*
- *Annual Update Subscription Service Available (offered each year if and when updates are prepared)*

### **Original Manual and Updates Through 2003 - Sample Forms & Notices Include:**

- *Pre-Ex Notice*
- *New Hire Notices*
- *Renewal Notices*
- *Special Enrollment Forms*
- *Waiver of Coverage Forms*
- *Suggested Policies and Procedures for portability and Certification*
- *Non-discrimination Rules*

### **PRIVACY 2003 UPDATES INCLUDE:**

- *Business Associates Agreements*
- *Action Plans*
- *Security Plan*
- *Notice of Privacy Practices*
- *Authorization Forms*
- *Complaint Filing*
- *Access, Amendment and Accounting Requirements*
- *Plan Document Amendment and Certification*

**Basic manual purchase includes all this and more!**

**Retail price \$399. Seminar Rate \$369 – include seminar coupon.**

### **Optional 2004 Updates Now Available! Summary of Content and Forms Now Available!**

- *Sample Policies and Procedures for Privacy*
- *Privacy Binder Recommended Contents*
- *Privacy Disciplinary Form*
- *Internal Training Tools for Privacy*
- *Implementation Outline for Privacy*
- *And More!*

*Note: If further updates become necessary for 2004 they will be automatically sent, as your 2004 subscription is good for the entire year!*

*Update subscriptions are available only when new materials are developed, due to new technical information, new administrative suggestions, or new regulations or guidances are released. If an update is offered, it is good for the entire calendar year.*

**Update price \$125 per year, when available.**

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## Privacy Training Videos and Posters

### *Training Videos Now Available!*

Our Training Videos Make Internal Training for Privacy simple and easy! Just train your employees by job functions – plug in a tape, have them sign in and watch! We offer Supervisor and Manager Training Videos (approximately 33 minutes in length) and Employee Meeting Training (approximately 18 minutes in length).

Not designed to train your Privacy Work Group. Our training videos are designed to assist privacy officers and privacy work groups with lower-level training needs. After your Privacy Officer or Privacy Work Group has been trained, training of your staff can be easy, consistent and manageable! Make your lives easier! Train by video!

*Available in VHS, CD Rom and DVD Formats (DVD orders, add \$5)*

Our Privacy Posters are designed to remind your employees of your privacy policies in place. Choose from three poster types. Buy one, or buy them all, depending on your policies and procedures adopted on privacy!

Training Videos available at \$49.99 (supervisor and manager), \$29.99 (employee meeting) for VHS or CD Rom formats. DVD, add \$5 each.

### *Privacy Posters Now Available:*

- Discussions on Health Issues In Protected Areas Only (option 1)
- No Conversations on Health Discussions on Company Premises (option 2)
  - Self-Disclosure Waiver of Rights (option 3)

Posters are available at \$6.00 each. Set of any two for \$10. Set of all three for \$15.  
*Plus Shipping and Handling*

### *Privacy Training Available:*

Privacy Training for Privacy Officers and Privacy Work Group Members  
Nationwide

Available in public seminar format or private, sub-contracted seminars  
*Private, subcontracted seminars available at your location for groups of 20 or more!*

For training scheduling or information, call us toll-free at (866) 658-3835,  
or check our website for details

[www.advancedbenefitconsulting.com](http://www.advancedbenefitconsulting.com)



# HIPAA Products Order Form

PURCHASER'S NAME: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_  
 BILLING ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_  
 SHIPPING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_

**HIPAA MANUAL ORDERS:**

Number ordered \_\_\_\_\_ @ \$399 – includes original manual plus updates through 2003  
 (\$369 to seminar registrants – attach seminar coupon!) \$ \_\_\_\_\_\*  
 Annual Update Service, 2004 (beginning 1/1/04) \$125 per year (no tax) \$ \_\_\_\_\_  
 Spanish Privacy Forms 2003 \_\_\_\_\_ \$25 (no tax)  
 Spanish Privacy Forms 2004 \_\_\_\_\_ \$25 (no tax) \$ \_\_\_\_\_  
 \_\_\_\_\_ Optional expedited processing and overnight shipping (no tax)  
 (\$20 per manual) = \$ \_\_\_\_\_

**PRIVACY POSTER ORDERS:**

Check which posters to ship: \$6 each, set of any 2 for \$10, set of 3 for \$15  
 \_\_\_\_\_ Poster option 1 - Number Ordered: \_\_\_\_\_  
 \_\_\_\_\_ Poster option 2 - Number Ordered: \_\_\_\_\_  
 \_\_\_\_\_ Poster option 3 - Number Ordered: \_\_\_\_\_  
**TOTAL POSTER ORDER** \$ \_\_\_\_\_\*

**PRIVACY TRAINING VIDEOS ORDER:**

\_\_\_\_\_ Supervisor and Manager – Number Ordered \_\_\_\_\_ @ \$49.99 (\$5 add'l DVD)  
 \_\_\_\_\_ Employee Meeting – Number Ordered \_\_\_\_\_ @ \$29.99 (\$5 add'l DVD)  
**FORMAT REQUESTED:** \_\_\_\_\_ VHS; \_\_\_\_\_ CD ROM; \_\_\_\_\_ DVD  
**TOTAL VIDEO ORDER** \$ \_\_\_\_\_\*

**SPECIAL GROUP PACKAGE OFFER – BUY TOGETHER AND SAVE!!**  
**GROUP PACKAGE – 1 manual + 2004 updates (English only), 1 set of 3 posters, 1 set of VHS or CD Rom Training Videos (DVD \$5 more per video) just \$565**  
**Note video format:** \_\_\_\_\_ VHS; \_\_\_\_\_ CD Rom; \_\_\_\_\_ DVD (add \$5 per video) \$ \_\_\_\_\_\*

**SALES TAX**

X California Sales tax @ .0775 (Applies to all \*) = \$ \_\_\_\_\_\*\*  
 (\*\*Out of state orders mailed not subject to sales tax)

**SHIPPING:** Manual \$15 each, Videos \$7 each, Posters \$3.00 (one to three posters)  
**TOTAL SHIPPING:** \$ \_\_\_\_\_

**TOTAL ORDER:** \$ \_\_\_\_\_

**PAYMENT PREFERENCE:**

Check enclosed  
 Bill my credit card (**CIRCLE TYPE**): American Express Mastercard VISA

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(Required for credit card use)  
 Allow 3-6 weeks for delivery.

Seminar and other discounts apply with coupon. Attach coupon with order form for discounts.

**Ordering Options:**

Credit Card: Fax Form to (909) 878-9211, or mail to address below  
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Event Code: \_\_\_\_\_ Date: \_\_\_\_\_