

Participant Supplement to:
**A Walk through the Provider's Office
after HIPAA Implementation**

Second Annual New Mexico HIPAA Conference
Albuquerque, New Mexico
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Healthcare Consulting Practice
PricewaterhouseCoopers LLP

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Review of HIPAA Administrative Simplification Key Components

Transactions, Codes Sets and Identifiers (TCI)	Privacy	Security
Intended to simplify and enhance electronic data interchange (EDI)	Aimed at ensuring the privacy of health information	Designed to protect health information maintained or transmitted electronically
<i>Compliance Date: October 16, 2002</i>	<i>Compliance Date: April 14, 2003</i>	<i>Compliance Date to be determined</i>
<ul style="list-style-type: none"> ▪ <i>Transactions</i> <ul style="list-style-type: none"> ▪ Health Claims/Encounters ▪ Enrollment/Disenrollment in Health Plan ▪ Eligibility Inquiries/Responses ▪ Remittance Advices and Payments ▪ Health Claim Status Inquiry/Response ▪ Coordination of Benefits ▪ Referral Certification ▪ Referral Authorization ▪ Health Plan Premiums ▪ <i>Code Sets</i> <ul style="list-style-type: none"> ▪ Medical ▪ Nonmedical ▪ <i>Identifiers</i> <ul style="list-style-type: none"> ▪ Health Care Provider ▪ Employer ▪ Health Plan ▪ Individual 	<ul style="list-style-type: none"> ▪ Permitted Uses and Disclosures ▪ Minimum Necessary Disclosure ▪ Rights of Individuals ▪ Administrative Requirements 	<ul style="list-style-type: none"> ▪ Physical Safeguards ▪ Technical Security Services ▪ Technical Security Mechanisms ▪ Administrative Requirements

HIPAA's Impact on Providers

- Increased use of electronic transactions
- Enhanced claims processing timeliness and payment accuracy
- Streamlined authorization and referral process
- Required adoption of standard transaction formats and code sets
- Abiding by uses and disclosures procedures
- Simplification of multiple payor relationships
- Use of Business Associate Agreements
- Increased workforce training
- Adherence to physical security requirements
- Formalizing authentication processes
- Notification of Privacy Practices to patients
- Costs for HIPAA readiness

Preliminary Action Steps for HIPAA Readiness for Providers

- Ensure that workforce is "HIPAA-literate"
- Identify legal counsel support for readiness and maintenance efforts
- Identify a HIPAA Project Manager to lead HIPAA readiness efforts and to be the point-person for HIPAA knowledge (in physician office, consider Office Manager)
- Identify an Executive Sponsor and/or establish a Steering Committee to steer and provide accountability in HIPAA readiness activities (health system-oriented)

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- Develop contingency plans to mitigate risk of non-compliance and to anticipate challenges and delays
- Communicate to internal stakeholders about readiness and maintenance activities to take place
- Coordinate processes among internal department operations to minimize redundancy and to ensure comprehensive approach to readiness
- Conduct inventory of potential business associates
- Review contract and relationship with software application vendor(s)
- Review and modify policies and procedures
- Ensure that regular, routine activities are not compromised and that service levels are maintained

Participant Notes

Privacy

TCI

Security

Overall