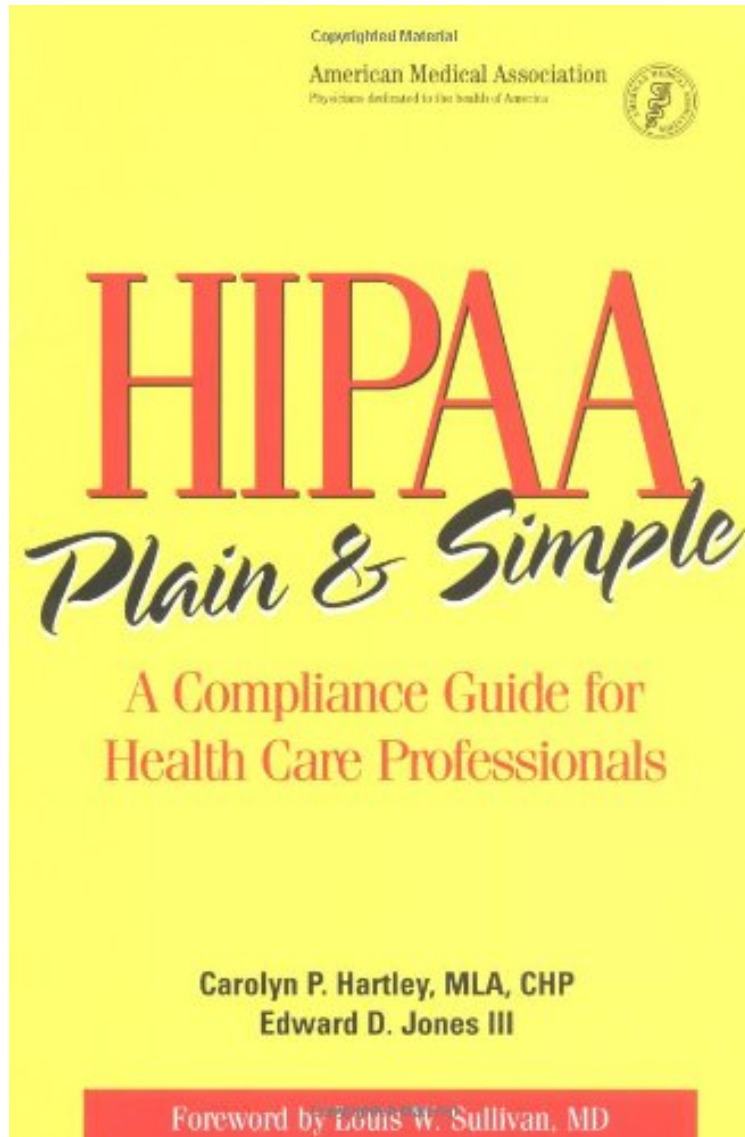



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# Hipaa Plain and Simple: A Compliance Guide for Health Care Professionals

*Carolyn P. Hartley, Edward D. Jones*  
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A compliance guide for health care professionals, and a valuable, must-read resource for frontline patient interaction. A valuable, must-read resource for frontline patient interaction. This straightforward guide simplifies the complex HIPAA regulations for those in the medical office who have direct patient contact or are responsible for safeguarding patient information. Each chapter contains "what to do" and "how to do it" directions to help every employee - from nurses and physician assistants to receptionists and coding/billing experts - learn what it means to be HIPAA compliant and how to achieve compliance.

From the Back Cover Administrative simplification. That was the goal when the Health Insurance Portability and Accountability Act (HIPAA) was signed into law in 1996. But in trying to make the business of healthcare easier and more streamlined, everyone from physicians and nurses to coders and billers learned that compliance was going to be challenging - not only in interpreting the detailed regulations but also in adjusting their day-to-day operations. HIPAA Plain Simple helps these health care professionals understand how all the HIPAA provisions affect - and benefit - the work they do and the patients they serve. In concise and straightforward language this book offers an overview of the legislation; discusses transactions, privacy, security and code sets in detailed yet simplified terms; and outlines what each member of the medical office staff must know to ensure HIPAA compliance. "What to do" and "how to do it" tips guide readers through office procedures affected by HIPAA, including processing claims; managing protected health information; implementing physical administrative and technical security safeguards; training staff; and discussing HIPAA with patients. It also includes key HIPAA terms, sample forms and agreements, and other critical points regarding compliance. HIPAA Plain Simple means HIPAA straight and accurate. It is a resource every staff member can use to achieve true administrative simplification - and full compliance - for the medical office.