

## **Training Required: Is Your Record Center Prepared?**

# **HIPAA/HITECH Employee Training**

Training provided by a Certified HIPAA Professional



**Kent Record Management Inc.**

*“your offsite solution”*

**(800) 536-6681**

**training@kentrecords.com**

## **Kent Record Management Inc.**

Kent Record Management, Inc. is based in western and central Michigan with record center locations in Grand Rapids, Lansing and Kalamazoo. KRM maintains a client base of over 500 and stores a total of over 635,000 boxes, 40,000 tapes, 3 linear miles of x-ray film and a half mile of open-shelf filing. Kent Records has more than 20 courier vehicles, each equipped with GPS tracking systems.

With almost 30 years of record management excellence, KRM services various industries including health care, legal, financial and governmental to name a few.

KRM employees are active board members of industry organizations such as PRISM, ARMA and AITP. KRM is a member of the Better Business Bureau as well as several regional Chambers of Commerce.

Our staff has certifications from the following organizations:

- VMware
- Microsoft
- Association for Information and Image Management (AIIM)
- CompTia
- HIPAA Academy
- Cisco
- Project Management Institute (PMI)
- International Association of Privacy Professionals (IAPP)

## **Webinars**

KRM has also created a pre-recorded webinar option. We will tailor a usage allotment just for you. There are subscription opportunities ranging from a once a year access to once a month. We can accommodate you, whatever your need. For security and ease, everything is billed directly through KRM. Multi-lingual versions may soon be available. Also featured is an e-mail update that will bring any changes to HIPAA/HITECH that will affect our industry directly to your inbox. This tool is to be used to keep your employees updated. You will see those changes in the presentation when you next access it. This is done so that even your new hires have the most up-to-date training and your company stays current.

Certificates of Achievement will be awarded to your employees upon completion of the training. These can be proudly displayed in a prominent place, so that your current and prospective clients can see you are making efforts to stay current regarding privacy and security matters. This helps give peace of mind and build trust!

## **Getting Started**

For more information, contact us at (800) 536-6681. You can also e-mail us at [training@kentrecords.com](mailto:training@kentrecords.com). We'd love the opportunity to talk to you in more detail about our training options, rates, webinar options, or any number of our other consulting services. KRM wants to be *“your offsite solution”* when it comes to being a trusted source for record center industry information!

## **HIPAA**

These provisions were signed into law in February 2009 as part of the American Recovery and Reinvestment Act. As of February 17, 2010, the game has drastically changed. These changes could greatly impact your business if you fail to educate your employees. Your employees present your greatest risk. Have you noticed the increased pressures concerning liability from your clients? Are you prepared to deal with this? Your clients are now required to hold you accountable to ensure their own compliance. The penalties and fines related to a breach have risen significantly. Are you willing to risk putting your business in jeopardy simply because laws have changed, and you don't know what to do? Let our Certified HIPAA Professional help you work towards compliance by educating you and your workforce. The proper training will measurably lower your risks. Is it really worth NOT doing?

## **HITECH ACT**

Also passed as part of the ARRA of 2009, HITECH was designed to ensure confidentiality, integrity, availability and the privacy and security of electronic protected health information. This could also have a significant impact on your business if you store or transport tapes or other computer media, or use or disclose any information in an electronic format. There are now laws governing unsecured PHI. What about e-mails? Faxes? How about laptops and other portable devices? Encryption? We at KRM have a Certified HIPAA Professional to help you overcome some of the challenges created by these laws. Is it really worth NOT doing?

## **What Others Are Saying**

“I have a much better understanding of HIPAA. As a result, I now see the benefit of continuing to improve the security of information that our clients trust us with.”

- Record Center Supervisor

“The number of large breaches that occur blew me away. I never knew that this happens so frequently, and that it largely can be prevented. Yet, people choose not to protect our information like I assumed they did.”

- Record Center Warehouse Employee

“With the increasing pressure on us from our clients to make sure we are formally trained, this training was essential to help our employees more fully understand what record centers have to deal with today. The regulatory climate is a lot different than it used to be, and now our employees know why we have to do things differently than in the past.”

- Record Center Supervisor

## **Professional Services Offered**

- Record Center Compliance Training (State and Federal)
- Imaging Consulting
- IT Consulting
- Regulatory Consulting
- E-Vaulting Consulting
- Courier Training

## **On-Site Training**

This face-to-face option gives your employees the opportunity to ask the questions that deal directly with specific situations that they encounter every day. We have multiple scheduling options to choose from. Our primary goal is to have no interruption of the great everyday service that your clients expect from you. We will always attempt to provide the most modest travel options possible. Features include an e-mail update bringing any changes to HIPAA and HITECH that will affect our industry to your inbox. This can be used to keep your employees updated.