

# 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!

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

- > Sample Policies and Procedures for Privacy
- > Privacy Binder Recommended Contents (audit prep)
- > 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!



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## 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 Privacy 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.

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