

Employee Benefit Brokerage & Consulting Services

HIPAA Compliance Services

HIPAA Privacy Officer Training

HIPAA Manual

HIPAA Privacy Consulting



On-site HIPAA privacy consulting is available from Advanced Benefit Consulting. We know that every firm has different needs, so we'll take the time to customize a privacy compliance program for you. We'll work with your privacy officer and/or privacy work group and assist you, one-on-one.

Although our compliance tools are turn-key, they are a starting point only. We can strategize and plan with you, and make compliance with HIPAA's privacy rules and related state rules workable. We can provide you with generic or custom materials, and other compliance tools, to lessen your administrative burden.

Whether on a stand-alone basis or as part of our employee benefits brokerage services, we can assist you with privacy compliance.

For a proposal on privacy consulting, contact any of our sales representatives.

Orange County

P.O. Box 6677
Fullerton, CA 92834-6677
(714) 693-9754 Phone
(888) 288-0164 Toll-Free
(714) 693-9768 Fax



Employee Brokerage & Consulting Services



We offer a full line of employee benefit and brokerage services for employer groups. Although we specialize in self-insured health plans, we also offer a full line of other products, including fully insured health, dental, vision, HRA's, life, long and short term disability, voluntary/worksites benefits, pre-paid legal, 401(k) and other pension plans, key-man plans, EAP programs, wellness programs, long term care and more!

Client Education

- HIPAA Privacy Officer Training
- Informative Educational Seminars on multiple subjects
- Quarterly Benefits Magazine
- Valuable Website Updates
- Payroll Stuffers
- Employee Benefits Newsletters
- Human Resources Training

Legislative Activities

- Proactive in Federal and State Legislative Activities
- Public Speakers on Legislative and Regulatory Issues
- Published Writers on Pending and Current Legislation
- Industry Experts on HIPAA, COBRA, ERISA, and other legislation

Consulting and Brokerage Services

- Superior Customer Service and Account Management
- HIPAA Consulting and Privacy Training
- Legislative Updates
- Compliance Assistance
- Newsletters, fax and email communications
- Free HIPAA Privacy Consulting for groups 100+ (enrolled employees)
- Competitive Bidding for each Renewal

Industry Involvement

- Proud members of National Human Resources Association
- Proud members of SHRM
- Proud members of PIHRA
- Proud members of National Association of Health Underwriters
- Proud members of California Association of Health Underwriters
- Proud members of Self-Insurance Institute of America
- Proud members of Orange County Employee Benefit Council

Group and Individual Enrollment Assistance

- Benefit Fairs
- Group and Individual Enrollment Meetings
- Customized Enrollment Packets
- Employee Communication Materials
- Benefit Counseling



HIPAA Compliance Services



FULL SERVICE STAND-ALONE ON-SITE HIPAA CONSULTING ASSISTANCE

Or

SELF-ADMINISTRATION HIPAA MANUAL WITH SIMPLIFIED INSTRUCTIONS AND A CD ROM FOR EASY COMPLIANCE

Our unique stand-alone HIPAA compliance services are designed to fit any budget. If you have a full HR staff and the ability to become compliant on your own, we can help you with our HIPAA compliance self-administration manual. For others, we are able to come on-site and do the work for you initially, then train your staff for ongoing compliance needs. Either way, you become compliant quickly and efficiently.

Whether you need help with all of HIPAA – from portability and certification to HIPAA's new Privacy Requirements, our services are ready to help you comply!

Advanced Benefit Consulting can help you with privacy training for your firm, administrative forms, procedures and notices, and so much more!

It's simple, it's easy, and it's affordable!

Advanced Benefit Consulting & Insurance Services, Inc.
now has two offices to serve you:

Orange County

P.O. Box 6677
Fullerton, CA 92834-6677
(714) 693-9754 Phone
(888) 288-0164 Toll-Free
(714) 693-9768 Fax

San Bernardino County

P.O. Box 1941
Big Bear Lake, CA 92315-1941
(909) 878-9210 Phone
(866) 658-3835 Toll-Free
(909) 878-9211 Fax



HIPAA Privacy Officer Training



Are You Ready for Privacy Laws???

Federal Privacy Laws include HIPAA's Medical Records Privacy and Gramm-Leach Bliley Act. State laws and regulations in California include the Insurance Information and Privacy Protection Act, California Department of Insurance's Final Regulations, Confidentiality of Medical Information Act, Confidentiality of Social Security Numbers, and a number of other acts and regulations that will play a substantial role in your human resources and managerial decision-making processes.

HIPAA Medical Records Privacy, a comprehensive federal law with many employer requirements, is effective as early as 4-13-03 (compliance date for large health plans, as defined by IRS; small health plans effective 4-13-04). Have you taken the steps necessary to comply? Plan sponsors are required to appoint a privacy officer. Privacy officer training is required for plan sponsor personnel by HIPAA – see 45 CFR Sec. 164.530(a)(1)(i).

Have you appointed a Privacy Officer yet? Has your privacy officer been trained? We can help!

- California and Nationwide Privacy Officer Public Training Seminars Now Available!
- Sub-contracted Privacy Officer Seminars at your Chosen Location also Available on-site, if Preferred (minimum of 20 attendees)!
- All Health Plans Must Elect a Privacy Officer and Receive Privacy Training!
- Medical Records Privacy Effective Date is 4-13-03 for Large Plans and 4-13-04 for Small Plans!
- Certificate of Completion, Action Plans and Comprehensive Employer Notebook Included with our Privacy Officer Formal Training!
- Compliance Tools, Privacy Notices, Business Associates Agreements and other Forms and Procedures Available Stand-alone or part of a Comprehensive Privacy Compliance Package!
- Training Tools such as Posters, Training Videos and Other Tools Available to our Employer Clients!



HIPAA Manual



SELF-ADMINISTRATION EMPLOYER HIPAA MANUAL WITH SIMPLIFIED INSTRUCTIONS AND A CD ROM FOR EASY COMPLIANCE

- With Step-By-Step Instructions
- CD Rom with Ready-To-Use Forms and Sample Materials; most documents are word documents
- Simplified Format That Makes Administrative Use Much Easier to Understand than Many Attorney-written Manuals
- No Legal Jargon!
- Audit Organizer
- Suggested Policies and Procedures
- Annual Update Service Optional
- 2003 Privacy Update Service Now Available
- Business Associates Agreements
- Action Plans in chart form for easy review and implementation
- Security Plan Chart
- Sample Privacy Notice and Authorization Forms
- Sample Plan Amendments and Certification
- Suggestions for Privacy Policies and Procedures and much more!



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