

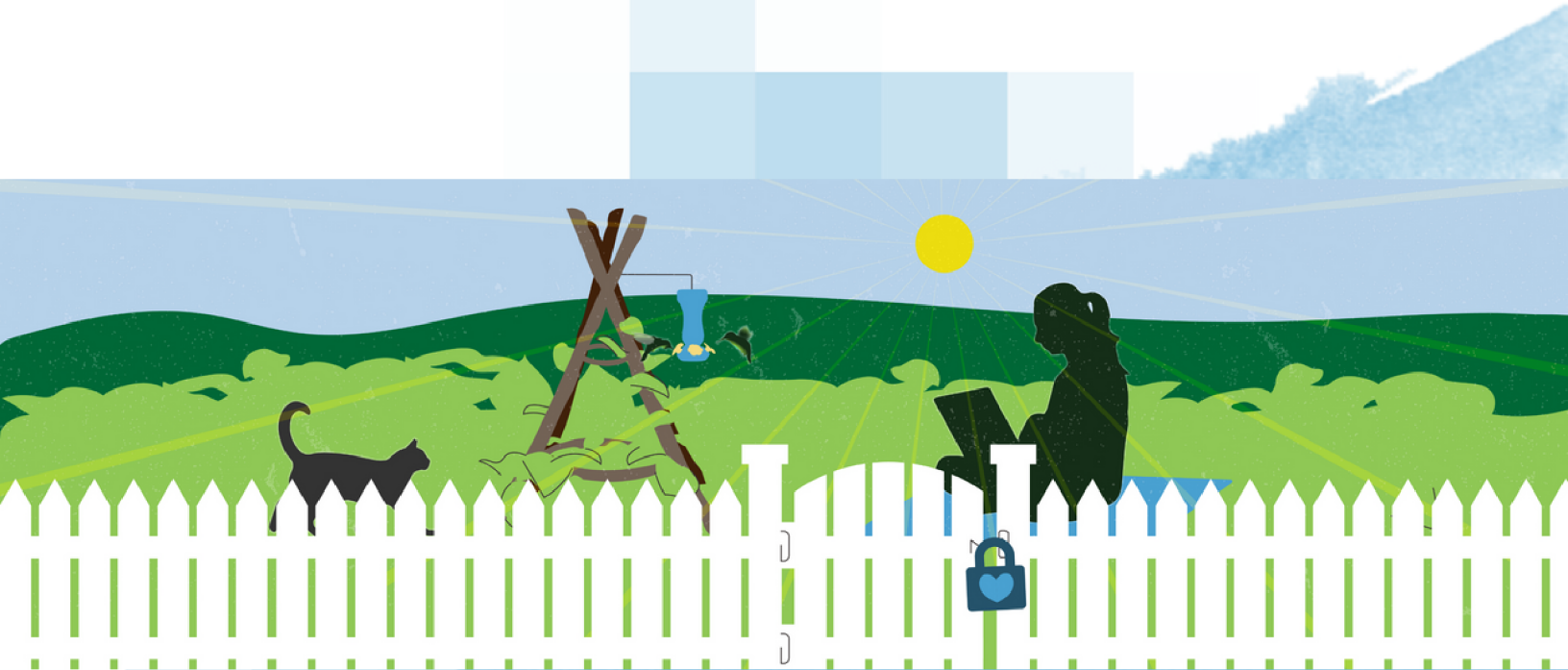
SOLO PRACTITIONER

OPTIMIZE AND SECURE YOUR PRIVATE PRACTICE

ONE EASY PLACE TO GET TOPICAL TRAINING,
MANAGE DEVICES, AND TACKLE HIPAA
WITHOUT THE DRAMA

FOR MENTAL HEALTH, BY MENTAL HEALTH

PERSON
CENTERED
TECH



You don't have to do it all

Nurture your private practice with help from the experts

What if you could find a:

- *tech expert*
- *project manager*
- *policy author*
- *tool and template provider*
- *change management coach*
- *ethics expert*
- *security expert*
- *fellow mental health professional*
- *supportive guide*
- *good humored partner*

all in one?



That's us.

IT'S NOT JUST YOU...

Most solo practitioners feel overwhelmed by HIPAA and are worried about the costs to "get compliant"

PCT translates what can feel like arbitrary technical requirements into the tools to help you optimize your practice and provide the highest level of client care.

The HIPAA Security Rule and You

Here is a summary of some of the main requirements that Solo practices must meet to maintain compliance as stated in the HIPAA Security Rule:

- Perform an annual risk analysis, to provide an in-depth view of the practice's Protected Health Information -- "PHI" -- and how to maintain the confidentiality, availability and integrity of that information.
- Create and execute a Risk Mitigation plan that balances the impact of threats with the practice's ability to implement "reasonable and appropriate" solutions.
- Create and adhere to Policies & Procedures that address how the practice meets the HIPAA Security Rule's required technical, physical, and administrative safeguards
- Document all security activities including the annual risk analysis and Policy & Procedure updates, along with other activities such as changing passwords, auditing devices, and reviewing access logs.

Continually monitor for newly identified threats and integrate changes in the security process.

Whew. That's a lot.

Where to start:

If you are an operational practice:

*If you are starting
a new practice
start here:*



1. Tech Stack



2. Training



3. Device Security

***If you are an
operational
practice start
here:***



4. Risk Analysis



5. HIPAA Manual

- **Identify the specific areas** that need to be addressed, while also reflecting the areas you have addressed
- **Give a prioritized action plan** for implementing the measures identified as necessary through the risk analysis results
- **Complete one of the foundational HIPAA Security Rule requirements** of having a documented "thorough and accurate" security risk analysis.

It's a 'two birds, one feeder' place to start -- in that it helps accomplish both in-practice and formal compliance, and is really manageable as it's done in a two hour session with our consultant.

From there, you'll know exactly what elements from the other steps in the PCT Way are necessary, and what the order of priority is based on your specific needs. If you don't have a clear need that you identify as first priority that's contained in one of the other steps, then the risk analysis and mitigation planning is the most impactful and beneficial place to begin...

MORE ON RISK ANALYSIS AND MITIGATION PLAN

SEE PAGE 20



Meet the PCT Way

With the PCT Way, you have access to a simple, effective and efficient way to navigate the HIPAA tasks that you hate... at a price that's gentle on your wallet



- **Build your tech stack** (with plenty of recommendations on the services and tools that makes the process painless)
- **Secure your devices** Feel secure that each device that “touches” client info is safe and secured.
- **Secure your "work from home" or mobile offices**, complete with training, confirmation of completion and documentation.
- Supported **Risk Analysis and Mitigation** (just 2 hours long and done with our soothing PCT consultants in a shame-free space)
- Create Your Policies & Procedures with a system made for you- a clinician in private practice for a **HIPAA Manual** that protects your practice and your clients.

Client-Centered Security Lens
so that Your Efforts are Concentrated
Where it Matters Most.



Optimize your practice and cover your HIPAA bases in 5 supportive steps

The PCT Way is a robust system that supports your practice in its growth by ensuring its needs are met in a clinically effective, low-cost, and reliably HIPAA-compliant manner.

- Clinically Effective
- Low-Cost
- Robust
- Reliably and Realistically HIPAA-Compliant



1. Tech Stack



2. Training



3. Device Security



4. Risk Analysis



5. HIPAA Manual

We believe that HIPAA compliance can make your practice safer, for you and for your clients, and doesn't have to work against efficiency or the way we work as mental health professionals.

That's why we start at the foundation and give you some momentum by tackling the highest impact pieces first. So compliance ends up feeling like a snowball, accumulating good work with more good work.

The Support to GROW :

The PCT Way is a system that makes your whole practice work better. We're all about managing a solid foundation, with optimized processes for covering all of the components you need for relating to tech training and legal-ethical requirements.

WHY CHOOSE THE PCT WAY AND PRACTICE CARE?

CLIENT CARE
CENTRIC

CREATED BY
MENTAL HEALTH
FOR MENTAL
HEALTH

HEAVY LIFTING
ALREADY DONE

COMPREHENSIVE

SUPPORTIVE
TOOLS THAT
MAKE THE
DIFFERENCE

ENGAGING



Thank you for making HIPAA as fun as it can be!! Keep it up! I am thankful to have found PCT early in my practice and I am glad you guys are in my life :)

- Jessica Hudson, M.A., CCC-SLP



MEET YOUR PCT DASHBOARD

A curated web application for managing your HIPAA security tasks in one location

Track your trainings and keep record of your training & continuing education certificates.

The screenshot shows two main sections of the dashboard. The 'My Learning' section has a header with 'My Courses' and 'My Certificates'. It lists five items: 'Engaging in HIPAA Security and Di...', 'Legally Practicing Across Borders:', 'Practicing Via Telemental Health I...', 'Couples, Minors, Insurance Billing, a...', and 'Washington SB 6061 Telemedicine U...'. Each item has a status (e.g., 'Not Done Yet', 'Not Started') and a blue circular icon with a right-pointing arrow. The 'Office Hours' section has a header with 'Ask a Question' and 'View All'. It lists four dates: 'March 9th, 2023', 'March 16th, 2023', 'March 23rd, 2023', and 'March 30th, 2023', each with a blue circular icon and a right-pointing arrow.

Ask questions, see library, register for upcoming sessions. Available through Solo Practice Care Premium

Secure all your devices right from the dashboard. Available through Solo Practice Care Premium

The screenshot shows two sections. The 'Device Security Instruction Center' section has a sub-header and a paragraph: 'Secure your devices to the standards needed to protect clients and your practice using clear, concise instructional videos.' Below the paragraph is a dark blue 'View' button. The 'CE Courses' section has a sub-header and a paragraph: 'Your subscription includes our core courses on security, HIPAA, and ethics in practice as well as all of our CE for OH educational sessions.' Below the paragraph is a dark blue 'View' button.

ALL self studies are available on demand with indefinite access

The screenshot shows two sections. The 'Free CE' section has a sub-header and a paragraph: 'Your registration entitles you to our free, 1 CE credit hour, self-study course. Click below to get started!' Below the paragraph is a dark blue 'View' button. The 'Forms and Tools' section has a sub-header and a paragraph: 'Your registration entitles you to a bevy of forms and tools for private practice. Click below to find them!' Below the paragraph is a dark blue 'View' button.

Get access to free forms and tools

A soft, easy way to find what you need, when you need it.

MEET SOLO PRACTICE CARE

Solo Practice Care is the supportive subscription software that helps you meet your practice goals.

look for this icon for resources included in Solo Practice Care



Each tier has the following included:

- BASIC **Service Selection Workbook and Materials** | *step 1 of the PCT Way* |
- PREMIUM **Device Security Center*** | *step 3 of the PCT Way*
- PREMIUM **Home and Mobile Workspace Center*** | *supportive tool*
- PREMIUM **Office Hours Weekly Consultation*** | *supportive live service tool*
- PREMIUM **Expert Video Clip Library*** | *supportive service tool*
- PREMIUM ANNUAL **25% discount on recommended HIPAA trainings*** | *supportive service tool*

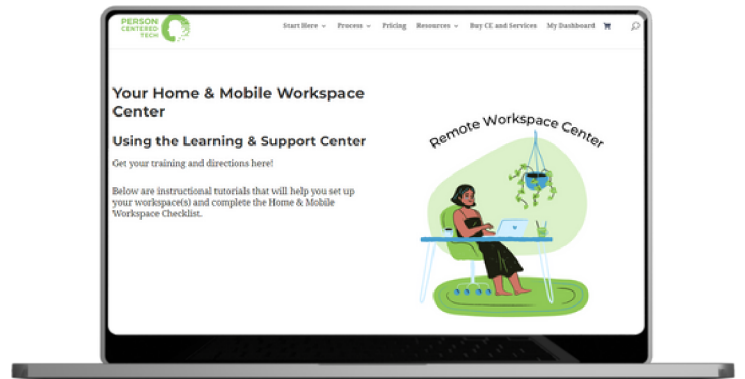
Basic is free.
Premium is \$39/mo or \$390/year

NEW to Solo Practice Care Premium Remote Workspace Resources



A **Home & Mobile Workspace Center** with step-by-step tutorials for:

- Correctly setting up and securing a home WiFi network,
- Installing and configuring a VPN (Virtual Private Network)
- Setting up the physical space to best support effective client care delivery
- Lighting, sound, monitor set up for doing teletherapy sessions from your remote workspaces.



Plus, a Remote Workspace Checklist to document the good work.

Tech help that doesn't require you to be tech-savvy!

Securing Your Workspaces

Utilize the supportive tutorials below for securing your home and mobile workspaces

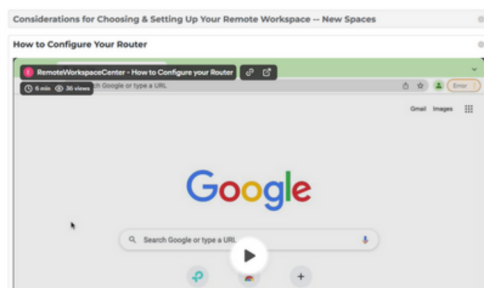
Considerations for Choosing & Setting Up Your Remote Workspace -- New Spaces

How to Configure Your Router

How to Install a Virtual Private Network (VPN) -- NordVPN Example

How to Configure Your VPN -- NordVPN Example

Each step has updated videos to walk you through the entire process!

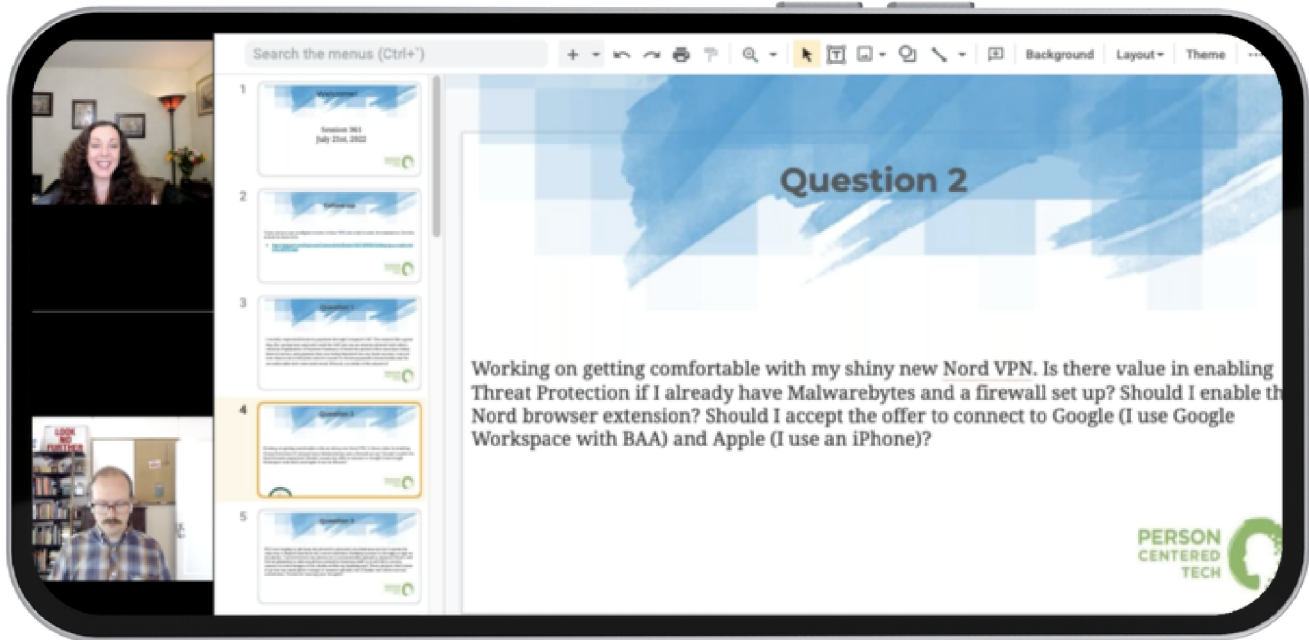


*available through Solo Practice Care Premium

Office Hours

THE HEART OF PRACTICE CARE SUPPORT

** available through *Solo Practice Care Premium*



Direct guidance

through ongoing supportive consultations with a team of top experts

Enjoy Personalized Consultations with Industry Experts:

- Liath Dalton,
Director of Person Centered Tech
- Evan Dumas, MA

Library includes clips and knowledge from the late Roy Huggins LPC NCC

Help where you need it:



This resource is included in Solo Practice Care

What You Need When You Need It

Participate in Office Hours at your convenience. If you cannot attend Office Hours live, then we will send you an email with clips from the session. You can then submit follow up questions as needed- it's up to you!

Office Hours Sessions

Upcoming Sessions

Office Hours (March 9th, 2023)	90 min.
Pacific Time: 10:00AM - 11:30AM Mountain Time: 11:00AM - 12:30PM Central Time: 12:00PM - 1:30PM Eastern Time: 1:00PM - 2:30PM	
Register Instantly	Submit a Question

Office Hours (March 16th, 2023)	90 min.
Pacific Time: 10:00AM - 11:30AM Mountain Time: 11:00AM - 12:30PM Central Time: 12:00PM - 1:30PM Eastern Time: 1:00PM - 2:30PM	
Register Instantly	Submit a Question

Office Hours (March 23rd, 2023)	90 min.
Pacific Time: 10:00AM - 11:30AM Mountain Time: 11:00AM - 12:30PM Central Time: 12:00PM - 1:30PM Eastern Time: 1:00PM - 2:30PM	
Register Instantly	Submit a Question

Using Office Hours

As an Office Hours subscriber, you can:

- Register to attend a future session using the buttons on the Upcoming Sessions list.
- View a past session by finding it in the list below, or use the search to find the topic you're looking for.
- [Submit a question for future Office Hours sessions.](#)

Access to Office Hours is provided by your current membership.

Library

Search: [Search](#)

MAR 2, 2023
Session 393: Do I need to back up Google Drive? [View Session](#)

Application Launcher for Drive backup Google Drive calendly delete downloads from local accounts EHR calendar
 Google drive for desktop Google Forms Googles HIPAA Included Functionalities HIPAA compliant vs HIPAA secure
 HIPAA requirements integrate calendars internal IDs Xartra moving client files MSOffice OneNote ghl
 printing and scanning SpiderOak OOn sync to calendar turn off VPN Windows 11 work calendars

FEB 23, 2023
Session 392: Are there any of the Nord services / products you would not recommend? [View Session](#)

completely virtual solo practice doxyme Google Meet Google workspace HIPAA compliant hipaa secure internal IDs lastpass
 Mentalyb Nord services Nordlocker Nordpass NordVPN prospective clients Sessions Health EHR Stripe sync to calendar
 Teletherapy Terms of Service vradlist Zoom

FEB 16, 2023
Session 391: Can you speak to how storing scanned paper charts in the cloud works? [View Session](#)

auto-bill option cloud storage concerns of data breaches EHR charts electronic vs. paper storage keeping records 7 years lastpass
 Medicare & Medicare Advantage subscribers stored credit card information storing passwords

FEB 9, 2023
Session 390: Are you aware of any difficulties with Windows 11? [View Session](#)

access to PHI BAA buying new laptop calendar contact lists contracted with an EAP emailing invoices file vault gmail

Theme-less sessions means you get help where YOU need it

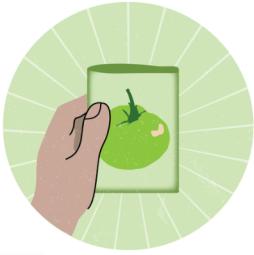


Comprehensive, searchable library of all Office Hours sessions



This resource is included in Solo Practice Care Premium

MEET THE PCT WAY



Step 1: Tech Stack

Optimize your practice with a tech stack that works harder to meet your needs



Step 2: Training

Tools and Trainings that take the fear out of HIPAA



Step 3: Devices

Vulnerability is for your clients. Not your devices.



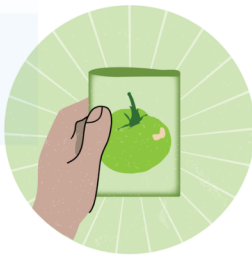
Step 4: Risk Analysis

A Kind, Effective Approach to Risk Analysis and Mitigation Planning



Step 5: HIPAA Manual

A supported, fuss-free approach to creating your HIPAA compliance documentation, logs, and meeting security requirements...



Step 1: Tech Stack

Optimize your practice with a tech stack that works harder to meet your needs

- ... No more guessing
- ... No more asking around on Facebook and hoping someone else's service will work for you too
- ... No more HIPAA red-herrings costing you money and catching you in ineffective, unsecured services

Your Practice Tech The PCT Way

- **Effective:** Choose efficient and effective tech for smooth practice management
- **Needs Based:** Expert recommendations to get only what you need
- **Client Focused Security:** Be equipped to securely meet clients where they are
- **Affordable:** Save money on services that work for you



PCT has helped me save a bundle and I've only been a member for a week. I have been paying way too much for my HIPAA compliant e-fax and thanks to this site, I have been able to get recommendations for other services for an 1/8 of the price. Your recommendations saved me a lot of time and frustration from doing research. I knew I must've been paying too much but was running out of patience and felt the pressures of HIPAA. Thank you

Alison Johnson, MFT



I have loved loved loved that PCT helps simplify my technology needs.

Ruth Gibian, LCSW



This resource is included in Solo Practice Care



If you are just starting your practice THIS is where you want to start.

Prioritize services that meet compliance needs while also being highly usable and efficient



Quick Reference

Tech stack: the combination of services and tools that make your practice work

With so many video tools, email services, phone options... practice tech can feel overwhelming and EXPENSIVE.

Download our free Service Selection Workbook and watch the accompanying CE presentation. It's filled with years of tech selection consultation advice and specific services that we recommend. The workshop walks you through the whole experience!



This resource is included in Solo Practice Care



Step 2: Training

Grow your knowledge and nourish your spirit with training that does more

Obtain clear, effective CE education and training that meets you where you are.



Relevant topical trainings

There's no generic content here! Each topical training highlights mental health specific content that is highly relevant to your practice context



Empowering, thorough content

Comprehensive and thorough training on all of the essentials of HIPAA's rules and regulations plus standards in mental health professional ethics that everyone who works in mental health needs to know.



Entertaining and engaging presentation

Compiled by Roy Huggins LPC NCC, Nicole Kramer MBA, and Liath Dalton, each training is crafted to be easy to learn and engaging so that you can apply your knowledge in real world situations within your practice.

Training Recommendations for Solo Practitioners

Feel Confident. Get CEs.

Value-packed training for Teletherapy, HIPAA and related mental health professional standards so you have the knowledge you need to succeed



This resource is included in Solo Practice Care



Foundational Training

Choose the level of tech and HIPAA training best suited for your needs.

Engaging in HIPAA Security and Digital Confidentiality as a Mental Health Professional

Empower yourself to perform the necessary tasks of HIPAA Security Rule compliance using adult learning principles

CE CREDIT HOURS

9

Smooth and Secure Use of Phone, Text, Email, and Video to Meet Modern Clients Where They Are: Legal-Ethical and Real-World Considerations

Learn about the legal-ethical considerations of modern communication channels in the context of real world practice and client needs

CE CREDIT HOURS

3



Quick Reference

CE requirements vary by license and state requirements. CE availability is clearly demarcated on each course for your convenience. CE is approved nationally by APA, NBCC, and by state in Ohio and New York.

Teletherapy Training

Comprehensive, standards-based training to prepare you for confident and competent teletherapy practice.

Telemental Health Certificate

Feel confident in teletherapy! A comprehensive program built to grow with you. Includes training, forms, and expert support.

CE CREDIT HOURS

17+



APA and NBCC approved with role-based content

Continuing Education National Approvals



Person Centered Tech Incorporated has been approved by NBCC as an Approved Continuing Education Provider, ACEP No. 6582. Programs that do not qualify for NBCC credit are clearly identified. Person Centered Tech Incorporated is solely responsible for all aspects of the programs.



Person Centered Tech Incorporated is approved by the American Psychological Association to sponsor continuing education for psychologists. Person Centered Tech Incorporated maintains responsibility for this program and its content.

Needs-Based Topical Trainings



Hundreds of CE Credit Hours to Select

Topical trainings that address your particular considerations and practice needs on an as-wanted basis.

Interested in...

Tech Security

try...Smooth and Secure Use of Phone, Text, Email, and Video to Meet Modern Clients Where They Are: Legal-Ethical and Real-World Considerations

Interested in...

Couples + Family

try... Couples, Minors, Insurance Billing, and Legal Rights of Access to Records

Interested in...

Rights of Access

try...How We Need to Give Clients Access to Their Records, Now and in the Future

Interested in...

Ethical Marketing

try... Protecting Clinical Boundaries and Your Practice on Social Media, an Ethical Approach

Interested in...

Insurance

try... The Shadow Side of Therapy: Audits, Insurance Coverage, Documentation, and Medical Necessity

Interested in...

Cross State Practice

try... Cross Jurisdictional Teletherapy Practice: Case Law, Rules of Practice, and Working with Minors across State Lines

All in an easy to access "Marketplace" format. No more stress just to get relevant CE!



This resource is included in Solo Practice Care



Step 3: Devices

Vulnerability is for your clients. Not your devices.

With in-depth instructional videos and comprehensive instructions to make your clinical devices safe for PHI and meeting HIPAA compliance requirements, you can get your devices secure without being an IT expert.



In depth, soothing instructional videos

Easy to follow instruction videos that ANYONE can follow. You don't need an IT team to secure your devices! Our security center has a growing number of devices types and is regularly updated.



Device Security Instruction Center

Access to the Device Security Center means that you get accessible HIPAA-security advice for every cellphone, laptop, and tablet you have for the rest of your career.

Simply follow the video instructions to “harden” any device that you’re using for client PHI, and you can rest easy knowing that this chunk of your HIPAA security is set!

Supports Macintosh,
iPhone/iPad, Android
(Nokia,) Android (Moto,)
Android (Samsung,)
Windows, Chromebook

Step-by-step device specific
instructional video tutorials
that cover all 10 required
technical security measures

Explanation of behavioral security
measures required by security
policies



This resource is included in *Solo Practice Care Premium*



Step 4: Risk Analysis

A Kind, Effective Approach to Risk Analysis and Mitigation Planning

Get Your Required Risk Analysis Done

Care for your practice using our supportive, shame-free risk analysis and mitigation planning service.

If your practice is operational, THIS is where you want to start!

You'll have your Risk Analysis done within 2 hours, using a tool built for solo practitioners, and a mitigation checklist to help you reduce your risks.



Consultant Led Service

Get clarification and support as you assess your security risks from PCT's team of experts.



For Mental Health Practices

Created by mental health professionals for mental health professionals, so your client focus remains central.



Technical and Practical Qualitative Assessment

Highly effective methodology which looks at the good work you are already doing and assesses compliance gaps that leave your practice vulnerable.



Prioritized Mitigation Planning Documentation

Receive a prioritized list of mitigation tasks so you feel empowered to tackle high impact mitigation measures.

Meets the guidelines for HIPAA compliance requirements.



Evan was validating and normalized my anxiety (and even shame, at one point) in this process (that I've attempted almost yearly for the past 6 years). I appreciated having somebody walk me through the questions one by one and explain better what a couple of the questions were asking when I didn't understand. I have historically dreaded the Risk Analysis and Risk Mitigation because previous attempts have taken HOURS (easily 20-30+) over a week or two. To be done with the process in less than two hours was very cost effective and very worth the financial investment!

Jackie Moore

Theft and Loss			
Risk	In-Practice	Compliance	
Confidentiality Breach of Data Stored On / Accessed Through Devices and Media Due to Theft or Loss	Waiting...	Waiting...	
Availability Loss of Data Stored In Devices and Media Due to Theft or Loss	Waiting...	Waiting...	
Your Vulnerabilities Are Reduced If...			
The practice does not use any practice-owned data-handling devices/media to handle PHI			..
The practice's workforce members do not use any personally-owned data-handling devices/media to handle PHI			..
The practice maintains no uniquely stored PHI on any practice-owned data-handling devices/media.			..
The practice's workforce members maintain no uniquely stored PHI on any personally-owned data-handling devices/media.			..
The practice does not persistently store any PHI-containing paper documents in any office, including all home offices.			..
Confidentiality Breach of Data Stored On / Accessed Through Devices and Media (Accessed through computing devices, storage devices, and/or paper documents)			
In-Practice Security Risk Level:	Waiting...		
Compliance Risk Level:	Waiting...		





Our proprietary tool contains all of the necessary components for performing and documenting a “thorough and accurate” risk analysis, as required by HIPAA.

Get a clear picture of the risk level of applicable threats to *your* practice based on both what you're doing (in-practice) and what your documentation/official P&Ps cover (compliance.)

● Threat Assessment ●

Spying		
Risk	In-Practice	Compliance
Confidentiality Breach Due to Eavesdropping	Low	High
Confidentiality Breach Due to Disclosure of PHI to an Unauthorized Person	Medium	High
Your Vulnerabilities Are Reduced If...		
Workforce members do not perform any of their work in spaces where clients, family members, housemates, or members of the public are physically able to enter.	Vulnerable	
The practice never discloses PHI to anyone at all, not even to clients themselves	Vulnerable	
Risk: Confidentiality Breach Due to Eavesdropping		
Vulnerability	Workforce members may work with and discuss PHI in both private and public areas	
	In-Practice Security Risk Level:	Low
	Compliance Risk Level:	High
Public and Restricted Areas		
The practice's offices/workplaces (including home workspaces) have areas designated as "restricted access," where only people authorized to observe clients or their information are allowed to enter -- or where people can only enter if they are with an appropriate workforce member.	Yes	Evaluate
When workforce members are outside private workspaces and working with client information, or talking about client information on the phone, all workforce members have processes and/or tools for hiding screens, hiding papers, and moving to spaces where one cannot be overheard.	Yes	Evaluate
Written Policies		
There is a written policy which defines areas of offices/workspaces as having "restricted access."	No	Evaluate
There is a written policy which defines places and situations where it is acceptable to work with client information, and what must be done in those places or situations to keep the information private	No	Evaluate

Easy to answer questions

Full needs based assessment, guided by experts

● Mitigation Planning ●

Your risk mitigation plan shows you *exactly* what measures are needed to mitigate the risks requiring action that your risk analysis identified *and* shows you what you need to mitigate that risk.

Related In-Practice Risk Ranking	Compliance Mitigation Measure	Feasible?	Why Not Feasible / Doing What Intended?	Doing?	Workforce Manual	Leadership Manual	Policy Document	Process Step		
High	Put into written policy a formal process for reporting and following up on security incidents.	Yes			Chapter 8	Chapter 9	Security Incident Response and Breach Notification Policy	5.3		
High	Put into written policy a requirement that all workforce members' personally-owned computing devices/media, which are used for practice business, to be locked up or remain in their physical presence, or that of an appropriate other workforce member, at all times, including when they are being transported.	Yes			Chapter 4	Chapter 6	Bring Your Own Device Policy	3.3		
High	Put into written policy a definition of how and when workforce are trained and reminded to recognize and handle security issues for the practice.	Yes			Chapter 1	Chapter 3 & 4	Security Training and Awareness Policy	5.1		
High	Put into written policy a requirement that all workforce members' personally-owned computing devices/media, which are used for practice business, to be protected by full-device encryption with strong passwords	Yes					Bring Your Own Device Policy	3.3		
High	Put into written policy a requirement that all workforce members' personally-owned computing devices/media, which are used for practice business, to be protected by full-device encryption with strong passwords	Yes								
High	Put into written policy and manage passwords in the practice	High	Apply full-device encryption to all the practice's computers, smartphones, tablets, external hard drives, thumb drives and other electronic devices/media.	Yes			Chapter 6	Computing Devices and Electronic Media Technical Security Policy		
High	Put into written policy services for auditors or intrusion	High	Ensure all workforce apply full-device encryption to all their personally-owned computers, smartphones, tablets, external hard drives, thumb drives and other electronic devices/media used for practice business	Yes			Chapter 4	Bring Your Own Device Policy		
High	Put into written policy contain PHI use encryption	High	Ensure all workforce have strong passwords on all their personally-owned computers, smartphones, tablets, external hard drives, thumb drives and other electronic devices/media used for practice business	Yes			Chapter 4 & 5	Bring Your Own Device Policy		
High	Put into written policy informed of the risks it exchanged with customer	High	Ensure that practice devices which uniquely store PHI are being backed up using a practice-approved backup method frequently enough to prevent loss of PHI.	Yes			Chapter 5	Chapter 6 & 7	Data Backup Policy	2.4
High	Put into written policy protected by antivirus	High	Ensure that personally-owned devices which uniquely store PHI are being backed up using a practice-approved and controlled backup method frequently enough to prevent loss of PHI.	Yes			Chapter 4	Chapter 6	Bring Your Own Device Policy	3.3
High	Put into written policy antivirus/anti-malware	High	Ensure that all workforce members' personally-owned computers, smartphones, tablets, and computing devices in general are running antivirus and/or anti-malware programs that update regularly or they use an operating system that provides an effective alternative to antivirus and/or anti-malware (e.g., iPhones, iPads, and Chromebooks)	Yes			Chapter 4	Bring Your Own Device Policy	3.3	
High	Put into written policy personally-owned antivirus/anti-malware	High	Ensure that all the practice's computers, smartphones, tablets, and computing devices in general are running their own active firewall software, are always behind a firewall, or they use an operating system that provides an effective alternative to firewalls (e.g., iPhones, iPads, and Chromebooks)	Yes			Chapter 6	Computing Devices and Electronic Media Technical Security Policy	3.2	
High	Put into written policy software and firewalls have automatic updates	High	Ensure that all workforce members' personally-owned computers, smartphones, tablets, and computing devices in general are running their own active firewall software, are always behind a firewall, or they use an operating system that provides an effective alternative to firewalls (e.g., iPhones, iPads, and Chromebooks)	Yes			Chapter 4	Bring Your Own Device Policy	3.3	
High	Put into written policy having "restricted access"	High	Ensure that all workforce members' personally-owned computers, smartphones, tablets, and computing devices are set to log out, sleep, or lock after a short period of being idle.	Yes			Chapter 4	Bring Your Own Device Policy	3.3	

Integrated with Step 5: HIPAA Manual and can be used in conjunction with the PCT Way seamlessly.



MEET THE PCT WAY

Step 5: HIPAA Manual

A supported, fuss-free approach to creating your HIPAA compliance documentation, logs, and meeting security requirements...

Protect your clients' privacy and ensure legal compliance with HIPAA policies written JUST FOR mental health professionals

Our mini-courses, led by expert therapist Roy Huggins LPC NCC, break down compliance tasks into manageable steps using therapist-centric language.

Each manual section that you adapt and adopt features a mini-course that walks you through the process and guides with therapist-centric terms.

It doesn't just provide the basis for compliance, it always makes sense

Empower yourself and your operations with the trusted source in mental health HIPAA compliance education.

Customize PCT's efficient, streamlined policy and procedure templates that help you meet federal requirements (HIPAA Security Rule) *and* optimize your practice.

Your Solo PCT Way HIPAA Security Manual Program

You're just a few steps from getting fully HIPAA Secure the PCT Way!

In this process, you will:

1. Build your HIPAA Security Policies and Procedures manual using the templates provided here.
2. Make incremental changes to your practice so that you're consistently and comfortably following those policies.

Yep, it's that simple. Just go to Step 1 to get started!



Step 1) Download Your Materials

Once you've downloaded the materials, you can immediately get started on Step 2. The first video will show you how to use the downloaded files and where to put them.

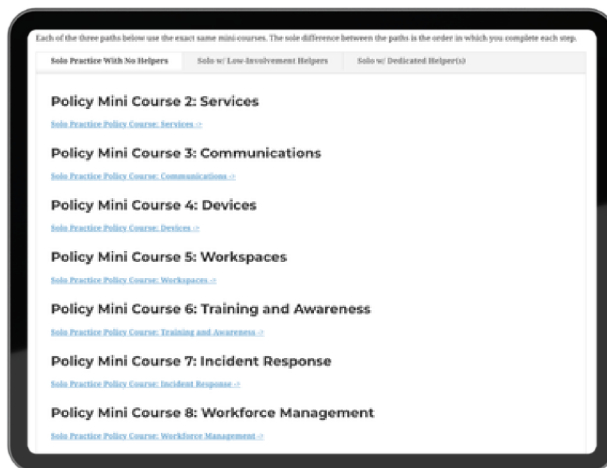


... and it's *WAY MORE* than just templates!

Comprehensive Security Policies and Procedures

Customizable templates that address each of the HIPAA Security Rule Standards. Ready for plug-and-play real practice application.

- Business Associates
- Contingency Planning
- Devices and Electronic Equipment
- Electronic Communications
- Passwords and Authentication
- Risk Management
- Security Incident Response
- Security Training and Awareness
- Using Electronic Systems
- Workforce Management
- Workspaces



PLUS Security Forms & Logs

All the tools to implement the system and processes for staying on top of ongoing security tasks.

- Forms:
 - Mini Risk Analysis
 - PHI Access Management
 - Workforce Member Security Agreement
 - Security Agreement For Temporary Helpers
 - Security Breach Notification Letter Template
 - Security Incident Response Form
 - Workspace Security Form
 - Device Security Form
 - Bring Your Own Device Security Form
- Logs:
 - Security Activity Log
 - Device Security Catalog

Everything you need to facilitate a strong security platform that keeps you and your clients HIPAA safe

For Mental Health, By Mental Health

The team of therapists and tech experts at PCT are all here to help our colleagues in mental health build Solo practices that leverage tech to provide safe, effective client care.

GET IN TOUCH:

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We are here to help

