

GROUP PRACTICE

OPTIMIZE AND SECURE YOUR GROUP PRACTICE

ONE EASY PLACE TO TRACK YOUR TEAM'S
TRAINING, MANAGE DEVICES, AND TACKLE
HIPAA WITHOUT THE DRAMA

FOR MENTAL HEALTH, BY MENTAL HEALTH

PERSON
CENTERED
TECH



Finally, a client centric optimization system to nurture your growing practice

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?

**PERSON
CENTERED
TECH**



That's us.

The HIPAA security compliance process can be very overwhelming and time consumptive. It can feel burdensome and heavy for your practice to take on.

IT'S NOT JUST YOU...

Most group practices find the compliance process difficult to finish without support.

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 group practices must meet to maintain compliance as stated in the HIPAA Security Rule:

- ☐ Designate a security officer responsible for managing the compliance process.
- ☐ 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
- ☐ Train staff on the practice's specific Policies & Procedures annually. A generic "HIPAA" course will not meet this requirement.
- ☐ 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.



Meet the PCT Way

With the PCT Way, you have access to a simple, effective and efficient way to navigate the admin tasks that you hate:



- **Team training assignment, tracking, and reminding** are DONE FOR YOU!
- **Build your tech stack** (with plenty of recommendations on the services and tools that makes the process painless)
- **Secure devices both practice owned and staff-owned.** Know what they're using, when it's secure, and fully document the process without drama
- **Secure ALL "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)
- Easy-peasy customizable **HIPAA Manuals** (step-by-step process with provided materials supported with workgroups and consultations so you can customize at your own pace)

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 :)

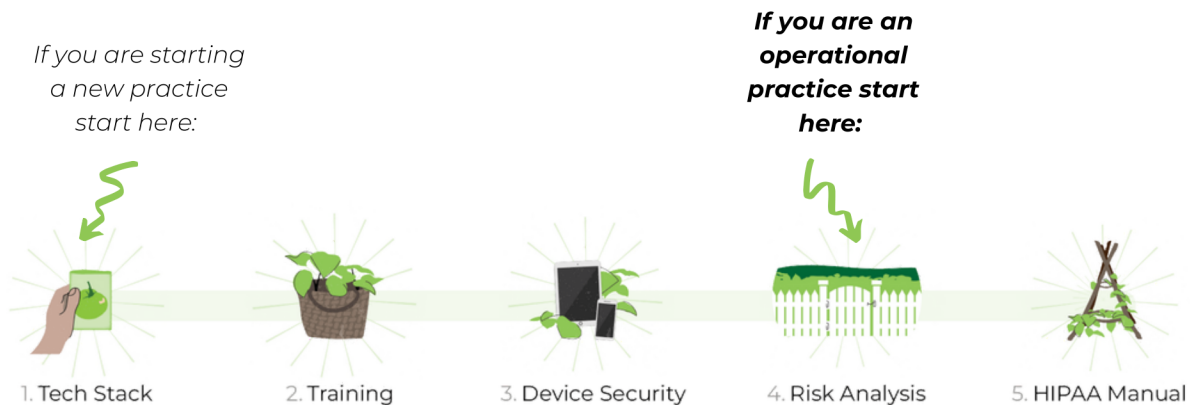
- Jessica Hudson, M.A., CCC-SLP



Where to start:

If you are an operational practice:

Can I start with a risk analysis? Do I need to the other steps in the PCT Way first?



If you are in an operational practice, the HIPAA Security Risk Analysis and Risk Mitigation service is an excellent place to start for several reasons:

- **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.

MORE ON RISK ANALYSIS AND MITIGATION PLAN

SEE PAGE 22

MEET PRACTICE CARE

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

- Service Selection Workbook and Materials (step one of the PCT Way)
- 1 CE Credit Hour HIPAA Training for Leadership (works with step two of the PCT Way)
- Create a team and assign role-based training
- Manage your team with automated kind reminders, deadlines, and instructional support
- Set it and forget it management tools
- Access to Device Security Center (step three of the PCT Way) *
- Access to Remote Workspace Resources* including, Remote Workspace Leader's Orientation & Document Resource Center, assignable training HIPAA Security Awareness: Remote Workspaces, and Remote Workspace Center.
- Assign, track and log device security for all practice and staff owned devices *
- Access to Group Practice Office Hours Weekly Consultation service *
- Access to questions library with hundreds of videos of expert-led answers to common questions *
- 25% discount on recommended HIPAA trainings **



look for this icon for
resources included in Group
Practice Care

*available through *Group
Practice Care Premium*

**available through *Group
Practice Care Premium*
Annual only

Basic is free.
Premium is \$99/mo or \$990/year

MEET YOUR PCT DASHBOARD











A curated web application for tracking your team's training, compliance tasks and more

Access each step of the PCT Way right from your personalized dashboard

Group Resources

The PCT Way

Journey Through The PCT Way In 5 Steps

	Step 1: Tech Stack Select, Refine - Optimize Your Tech Stack		Do Step 1
	Step 2: Training Assign Team Members Training - HIPAA Tasks; Track Progress - Completion Status		Do Step 2
	Step 3: Device Security Assign Team Members Personal Device Security Tasks - Secure Devices		Do Step 3
	Step 4: Risk Analysis Mitigate Your Security Risk With HIPAA Risk Analysis - Risk Mitigation Planning		Do Step 4
	Step 5: HIPAA Manual Complete Your HIPAA Security Manual With The PCT Way		Do Step 5

My Assignments [My Courses](#) [My Certificates](#)

Privacy Ethics and HIPAA Fundamentals for Mental Health Professionals in the Agency or	View	Overdue: 2021-12-02
Privacy Ethics and HIPAA Fundamentals for Mental Health Professionals in the Agency or	View	Overdue: 2021-10-14
Elizabeth Jones: The "Open Notes" Rule and Your EHR Choice: Legal Compliance and Client	View	Overdue: 2021-12-11

Assign, track and remind staff on trainings. ALL self studies are available on demand with indefinite access

Get access to leader specific tools and resources

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

Support your team with access to Remote Workspace and Device Security information

Group Office Hours [Ask a Question](#) [View All](#)

March 31st, 2023	View
April 6th, 2023	View
April 14th, 2023	View
April 21st, 2023	View
April 28th, 2023	View

Remote Workspace Leader's Orientation & Document Resource Center

Get module materials & instructions.

[Get Access](#)

Remote Workspace Center

Secure & register remote workspaces according to your practice's Remote Workspace policy.

[View](#)

BYOD Leader's Orientation

Explore & Learn About Step 3: Device Security.

[View](#)

Device Security Center

Secure & register personal devices according to your practice's BYOD policies.

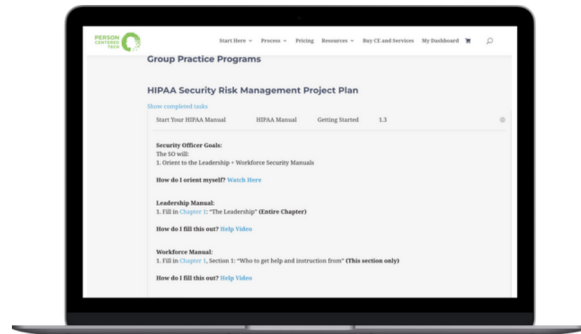
[View](#)

Device Security Learning Center

Secure & register all devices.

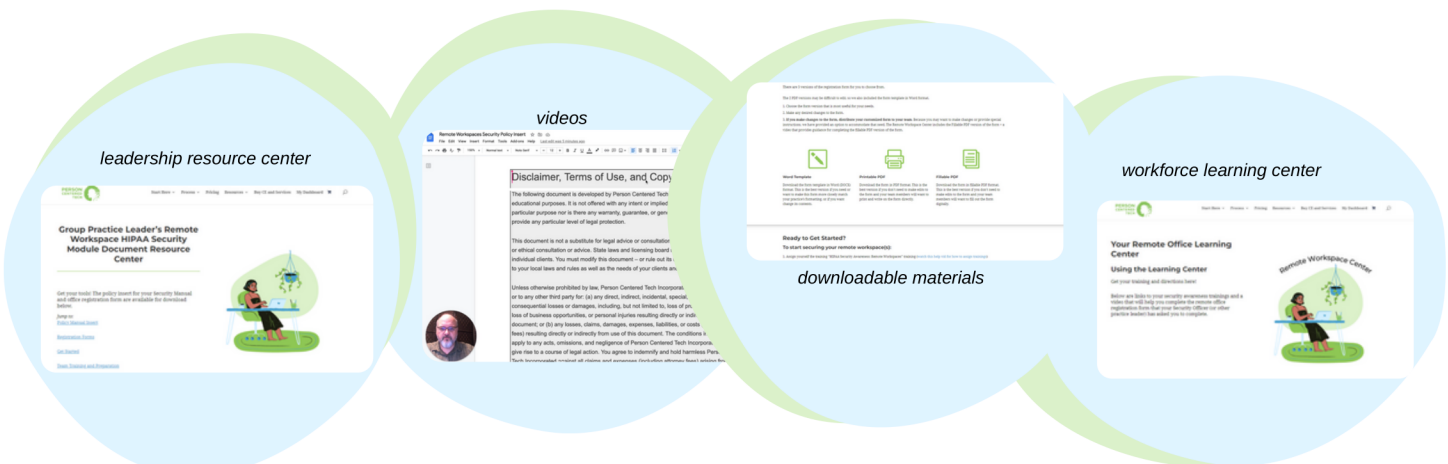
[View](#)

NEW to Group Practice Care Premium Remote Workspace Resources



What is included:

- A **Remote Workspace Leader's Orientation & Document Resource Center** – with a policy insert to add to your policy manual, template language for announcing the process to your team, and orientation training for the policy adoption and process
- An **assignable HIPAA Security Awareness: Remote Workspaces** staff training – included for ALL your team members (at no per-person cost) this training addresses the legal-ethical standards and requirements for remote workspaces in the context of client care and responsibility and how to use the Remote Workspace center to set up a remote workspace to meet those needs
- A **Remote 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,) and setting up the physical space to best support effective client care delivery for your providers doing teletherapy sessions from their remote workspaces. Plus, a Remote Workspace Registration Form to document the good work. This Remote Workspace Center is included for all team members!

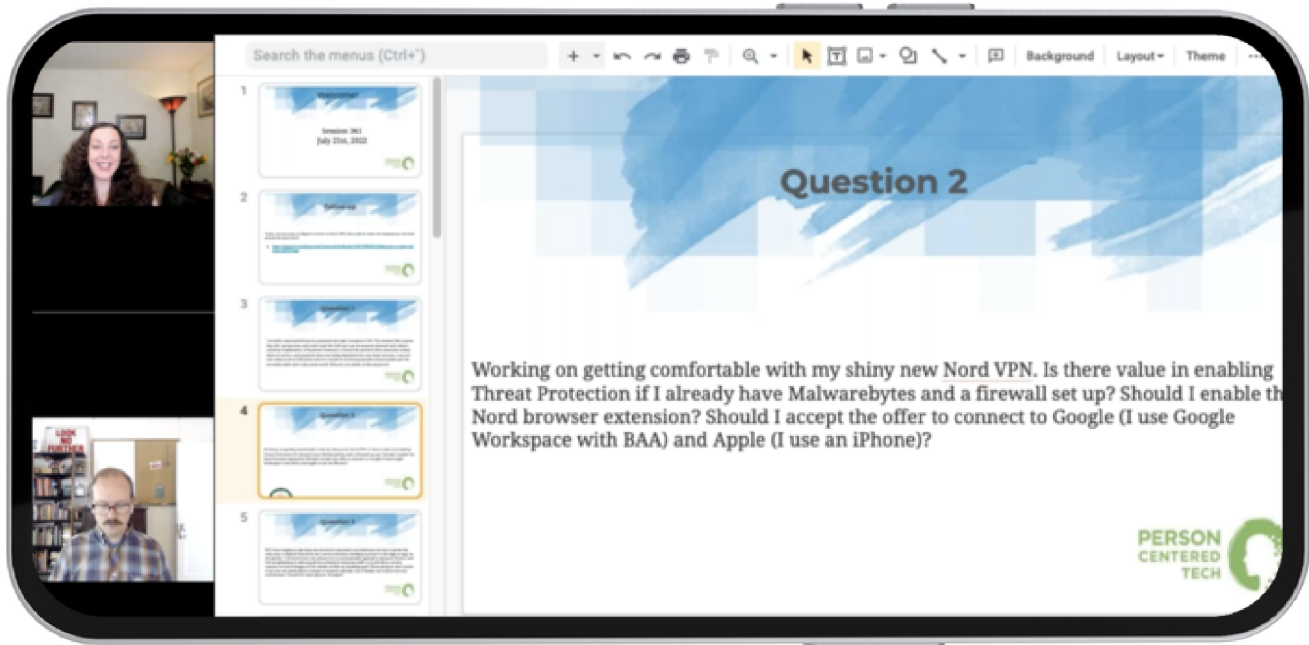


*available through *Group Practice Care Premium*

Group Practice Office Hours

THE HEART OF PRACTICE CARE SUPPORT

** available through *Group Practice Care Premium*



Direct guidance

through ongoing supportive consultations with a team of top experts

Enjoy Personalized Consultations with Industry Experts:

- Liath Dalton
Director and Senior Consultant + Group Practice Program Manager
- Evan Dumas, MA
- Eric Ström, JD, PhD., LMHC
Teletherapy and HIPAA Attorney and Mental Health Pro

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

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

Monthly support from
Teletherapy and HIPAA
Attorney



This resource is included in Group 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!

Register or ask your question right from your dashboard!



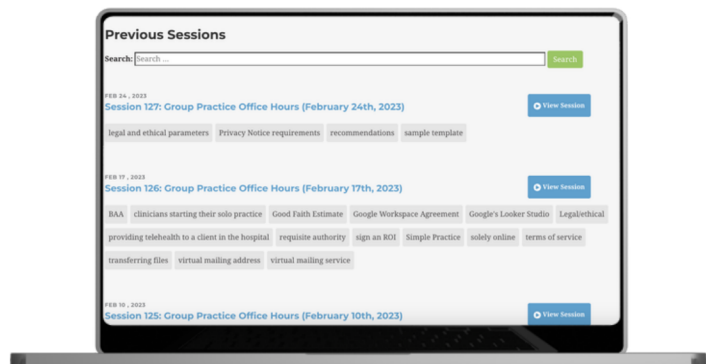
Help **where** you need it:



Help **when** you need it:

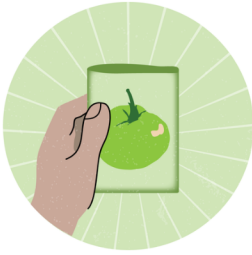
Expert Video Clip Library

View hundreds of clips answering common questions.



This resource is included in Group Practice Care

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.



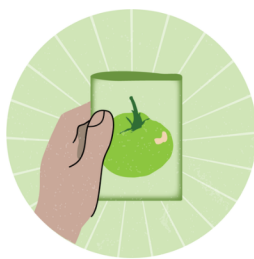
Step 4: Risk Analysis

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



Quick Reference

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

- ... 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:** Cover all your staff members' needs
- **Client Focused Security:** Be equipped to securely meet clients where they are
- **Affordable:** Save money on services that work for you

This first step of The PCT Way prioritizes services that meet compliance needs while also being highly usable and efficient.



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 Group Practice Care



Step 2: Training

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

Obtain clear, effective CE education and training for your entire team. Role based courses ensure that everyone has the information they need in a uniform and consistent way.

Group Practices also have access to Training Assignment and Tracking through *Group Practice Care Basic*.



Role based knowledge

There's no generic content here! Each team member is trained in the information they need to fulfill their specific role while upholding HIPAA security and mental health ethics standards.



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 your staff can complete the trainings and apply their knowledge in real world situations within your practice.



My team members just finished one of the HIPAA training courses assigned to them and two of the three told me, without prompting, how much they enjoyed the training. They both said something about how previous HIPAA trainings were boring and they didn't get much out of them. They said they learned a lot from these. One SLP said that it really made her think things through. She then asked me about how she is doing her passwords and was asking about some different ways to write patient evaluations to make sure she was mindful of HIPAA practices.

Jessica Hudson, M.A., CCC-SLP



This resource is included in Group Practice Care



Foundational Team Trainings

Get your HIPAA training requirements done with our role-based trainings. There's something for everyone here.

Privacy Ethics and HIPAA Fundamentals for Mental Health Professionals in the Agency or Group Practice Context

Role-based HIPAA training for clinical staff in a group practice or agency setting

CE CREDIT
HOURS

2

Practical Application of HIPAA and Mental Health Ethics for Admin Staff

Everything your admin staff needs to know! Role-based HIPAA training for admin staff in a group practice or agency

NOT
DESIGNATED AS
CE CREDIT
HOURS

Rethinking Notes: Strategies for Making Documentation Simple and Meaningful

*Useful for all clinicians

CE CREDIT
HOURS

2

HIPAA Security Topical Grab-Bag 2020

A collection of three short courses helping you and your staff maintain your security awareness through better handling of PHI in public, avoiding inappropriate disclosures, and preventing phishing and social engineering attacks.

NOT
DESIGNATED AS
CE CREDIT
HOURS

Security Officer Endorsement Program

10 Legal-Ethical CE Hours + 2 Non-CE Hours. Self-Study, On-Demand Course Series on Practice Risk Management. A program of study to prepare for the Security Officer role in a mental/behavioral health private practice.

CE CREDIT
HOURS

10

APA and NBCC approved with role-based content so your team learns only what they need



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.

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.

Teletherapy Trainings

If your practice provides client care via teletherapy, select the following trainings and foundational materials to establish and maintain a standards-based, legal-ethical, clinically effective teletherapy program.

Group Practice Teletherapy Program Manual & Forms Pack

Comprehensive and fully detailed policies and procedures and customizable practice forms for your practice's teletherapy program.

NOT
DESIGNATED AS
CE CREDIT
HOURS

Clinical Staff Teletherapy Training

Foundational training bundle for your clinical staff with comprehensive, role-based training that centers the client.

CE CREDIT
HOURS

5

Teletherapy Program Director/Supervisor Training

Teletherapy Program Director/Supervisor Training

CE CREDIT
HOURS

18.5+

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...

Supervision

try...Incorporation of Interns and Supervisees in Mental Health Private Practice: Legal-Ethical, Training, and System Resource Management Considerations

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 Group Practice Care

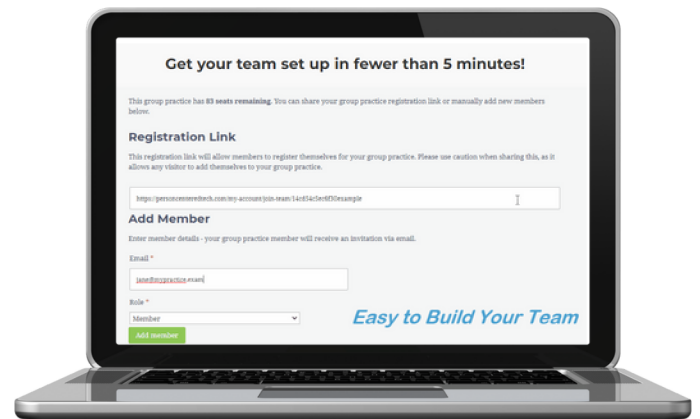


Assign training. Track completion. Auto-reminders.

Group Practices have access to Training Assignment and Tracking through *Group Practice Care Basic*. You can sign up for free!

Build Your Team

Add your team and assign and track their HIPAA Security Tasks, including:



- Our nationally respected, role-based HIPAA and privacy ethics training built for mental health staff (CE for clinical staff)
- Vital, relevant security awareness training
- Personal device securing (BYOD) and registration **
- Remote workspace compliance and registration**
- Automate kind reminders when needed
- Track your team's progress and completion status
- Manage your team with separate, revocable logins, assigned content, and detailed training logs so you can stay on top of your team's HIPAA compliance tasks – without the drama.

*available through *Group Practice Care Premium*

**available through *Group Practice Care Premium Annual only*

There's no administration needed: no need to create & administer usernames and passwords.



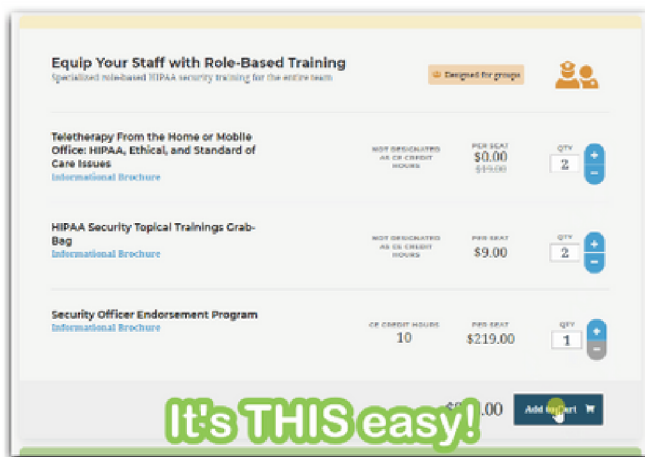
This resource is included in Group Practice Care



One Place to Do It All

- ✓ Streamlined interface and workflow
- ✓ Complements the work done in the PCT Way (but isn't contingent on it)
- ✓ Created for Mental Health Group Practices by mental health professionals (so it's tailored to YOUR needs and not those of the national healthcare conglomerate)

** screenshots of training tracking through *Group Practice Care Basic*

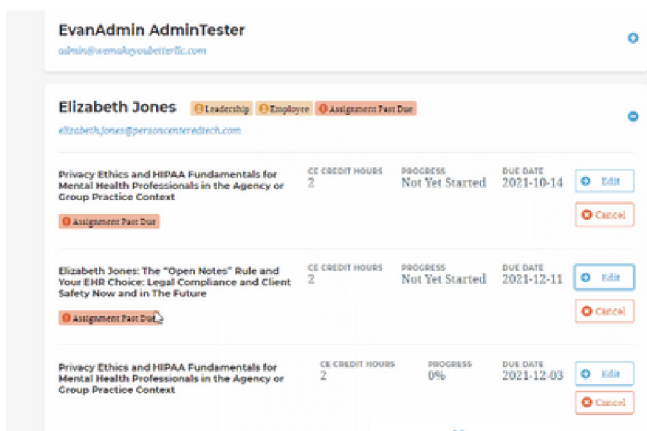


Buy training

Assign to staff



Track and Remind



This resource is included in Group 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 team's laptops, tablets, and phones secure without the drama.

Built into our device security process is a *Bring Your Own Device* policy for team members who wish to use their own devices for handling PHI and sensitive information. A built-in logging system makes it easy to document your team's device security.



Assignable and Trackable Process

Assign, track and follow up on device security in one interface. You can even automate this process by linking to the information from your intranet or internal documentation.



Leader Orientation Tools

Get the TL:DR of BYOD (and if that's too many acronyms for you—it's the too-long-didn't-read of bring-your-own-device) and will help you get up to speed ASAP (because your time and energy are to be protected!)



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.

** available through *Group Practice Care Premium*

Assignable
Trackable
Secure



Hands-off functionality

- Simplify clinician onboarding
- Delegate device security through the built-in assignment feature
- Allow clinicians to secure their devices easily, and follow your policies as required.



This resource is included in Group Practice Care Premium

BYOD Self-Audit Help and Device Security Instruction Center



Quick Reference

BYOD means Bring Your Own Device. Allowing staff to bring their open devices can be wonderful...although it is risky without a solid security plan.

BYOD registration forms. All personal devices used for any practice work must be registered, after being configured to comply with the BYOD policy requirements

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

The central resource for meeting all the device security related requirements for your practice, as defined in the security policies.

This Center covers practice owned devices and personal devices used to access practice systems, client info and conduct practice business.

** available through *Group Practice Care Premium*

Step-by-step device specific instructional video tutorials that cover all 12 required technical security measures

Explanation of behavioral security measures required by security policies



This resource is included in Group 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.

You'll have your Risk Analysis done within 2 hours, using a tool built for group practice leadership, 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.

Meets the guidelines for HIPAA compliance requirements.



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.



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 space, including all home offices.		✓
Confidentiality Breach of Data Stored On / Accessed Through Devices and Media (Accessed through computing devices, through media, 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/workspaces (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
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
Written Policies		
There is a written policy which defines areas of offices/workspaces as having “restricted access.”		No
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

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	Compliance Mitigation Measure	Feasible?	Why Not Feasible / Doing What Instead?	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 managing 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 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	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 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	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 & 9	Bring Your Own Device Policy
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	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 9	Data Backup Policy
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	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	Bring Your Own Device Policy
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	Ensure that all workforce members' personally-owned computers, smartphones, tablets, and computing devices in general are running antivirus and anti-malware programs that update regularly or they use an operating system that provides an effective alternative to antivirus and anti-malware (e.g., iPhones, iPads, and Chromebooks).	Yes			Chapter 4	Bring Your Own Device Policy
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	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
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	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
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	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

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...

These important documentation steps are broken down into bite-sized chunks so that you walk away with all of your policies and procedures, security manual, change management and workforce management support, and ongoing maintenance tasks.

Empower your team, support your clients and optimize your operations with the trusted source in mental health HIPAA compliance education.

Create efficient, streamlined policies and procedures that help you meet federal requirements (HIPAA compliance rule) and optimize your practice.

HIPAA Security Risk Management Project Plan

[Show completed tasks](#)

Name	Step	HIPAA Manual Module	Module Task Number
HIPAA Manual Orientation	HIPAA Manual	Getting Started	0
Security Officer Goals: The SO will: 1. Understand the purpose of HIPAA Manual work. 2. Understand where they are starting in the process. 3. Understand the tools they will be working with throughout the HIPAA manual security program development process.			
PCT Guidance for Client: How does my project plan work? Watch here! How do I complete tasks? Watch here!			
Create a delegated Google Account (Opt...	HIPAA Manual	Getting Started	1.0
Employment Structure Training	HIPAA Manual	Getting Started	1.1
Practice Assessment	HIPAA Manual	Getting Started	1.2

HIPAA Security Risk Management Project Plan

[Show completed tasks](#)

Adopt Risk Management Policy	HIPAA Manual	Risk Management	6.2
Security Officer Goals: The SO will: 1. Ensure the Risk Management Policy is in place. 2. Understand when to perform a mini risk analysis and how to do so.			
Leadership Manual: 1. Chapter 2: "The Risk Management Program" (The Entire Chapter) Need more guidance on this manual work? Watch here!			
Policy & Procedure Adaptation: 1. Risk Management Policy Need more help? Watch here!			
Security Program Catalog: 1. Familiarize yourself with the Risk Analysis Log How do I fill this log out? Watch here!			

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



Leadership Manual

The action guide to implementing the Security Policies and Procedures.

Workforce Manual

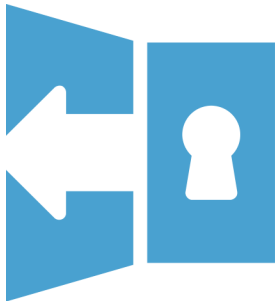
This role based distillation of the Security Policies and Procedures make sure your clinical and admin staff are fully equipped to comply with HIPAA in your practice.

Comprehensive Security Policies and Procedures

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

- Computing Devices and Electronic Media Technical Security Policy
- Bring Your Own Device (BYOD) Policy
- Communications Security Policy
- Information Systems Secure Use Policy
- Risk Management Policy
- Contingency Planning Policy
- Device and Document Transport and Storage Policy
- Device and Document Disposal Policy
- Security Training and Awareness Policy
- Passwords and Other Digital Authentication Policy
- Software and Hardware Selection Policy
- Security Incident Response and Breach Notification Policy
- Security Onboarding and Exit Policy
- Sanction Policy Policy
- Release of Information Security Policy
- Remote Access Policy
- Data Backup Policy
- Facility/Office Access and Physical Security Policy
- Facility Network Security Policy
- Computing Device Acceptable Use Policy
- Business Associate Policy
- Access Log Review Policy

PLUS Security Forms & Logs



Document Your Good Work

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

- Workforce Security Policies Agreement
- Security Incident Report
- PHI Access Determination
- Password Policy Compliance
- BYOD Registration & Termination
- Data Backup & Confirmation
- Access Log Review
- Key & Access Code Issue and Loss
- Third-Party Service Vendors
- Building Security Plan
- Security Schedule
- Equipment Security Check
- Computing System Access Granting & Revocation
- Training Completion
- Mini Risk Analysis
- Security Incident Response
- Security Reminder
- Practice Equipment Catalog

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

Consultant Led Support Forums

Built in support and accountability with a as-needed weekly gathering. Attend as many or as few as you need!



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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look for us on social media too!



Liath Dalton

Director
Senior Consultant
Group Program
Manager



Evan Dumas, MA

Consultant
Counselor and
Advocate

We are here to help

**PERSON
CENTERED
TECH**

