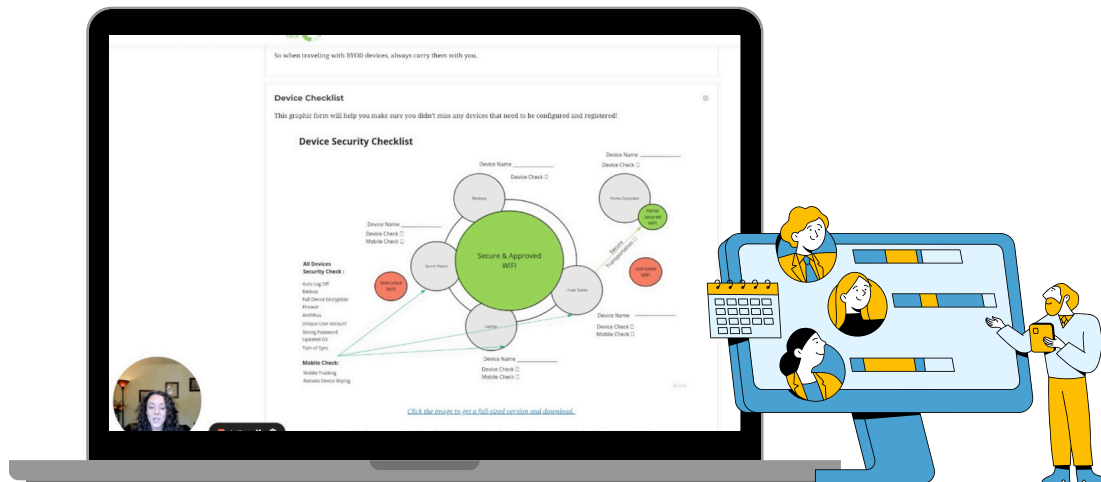


# OPTIMIZE & SECURE YOUR GROUP PRACTICE

Comprehensive HIPAA Security Management



Operational Security Policies, Risk Analysis and Mitigation, Device Oversight, Built-In Consultation Support, and more, to protect your practice and your clients

**FOR MENTAL HEALTH, BY MENTAL HEALTH**

PCT translates regulatory technical requirements into the procedures and tools to help you both secure and optimize your practice in order to safeguard client information.

- ✓ **In-Practice HIPAA Compliance**
- ✓ **Formal HIPAA Compliance**
- ✓ **Operationally Optimized For Practice Effectiveness & Efficiency**

- **Team training assignment, tracking, and reminding** are DONE FOR YOU!
- **Refine your tech stack** to meet your functionality and efficiency needs while saving money and meeting HIPAA compliance requirements.
- **Secure practice-owned and staff-owned devices** ensure and document that required technical safeguards and staff behavioral measures are in place so that HIPAA Safe Harbor is in effect.
- **Secure ALL "work from home" or mobile offices**, complete with training, instructional tutorials, and documentation.
- Supported **Risk Analysis and Mitigation**. Take care of a foundational HIPAA compliance requirement in only 2 hours. Performed by our soothing and expert PCT consultants in a shame-free space.
- Customizable **HIPAA Manuals** with a step-by-step process supported with consultations and workgroups so you can customize and implement the provided materials at your own pace

### **Client-Centered Security Lens**

**Your Efforts are Concentrated Where it Matters Most.**

# A NEW WAY TO LEVERAGE HIPAA

The PCT Way is a robust system that supports your practice in its sustainability and growth by ensuring its needs are met through solutions that are :

- Clinically Effective
- Low-Cost
- Operationally Efficient
- Reliably and Realistically HIPAA-Compliant

We know that HIPAA compliance makes 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.

## The Support to GROW with Confidence:

The PCT Way is a **comprehensive system** designed to ensure your practice operates seamlessly and securely.

Our approach establishes a **rock-solid foundation** that not only optimizes your processes but also fully addresses the critical aspects of HIPAA compliance and mental health privacy ethics.

Through integrating **practical, actionable solutions**, we help you navigate the complexities of tech, training, and legal-ethical requirements—giving you the **peace of mind** to focus on what matters most: providing exceptional client care and nurturing the practice you've built.

## 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 practices that leverage tech to provide safe, effective client care.



**Liath Dalton**  
Director  
Senior Consultant  
Group Program  
Manager



**Evan Dumas, MA**  
Consultant  
Counselor and  
Advocate

### GET IN TOUCH:

[www.personcenteredtech.com](http://www.personcenteredtech.com)

[info@personcenteredtech.com](mailto:info@personcenteredtech.com)

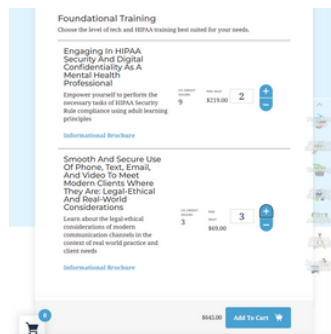
look for us on social media too!



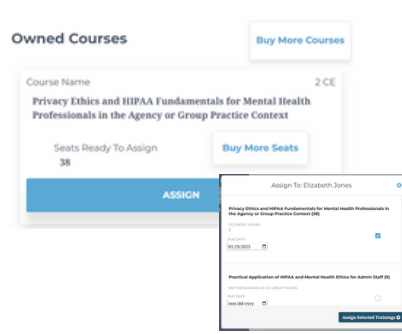
# Manage & Meet Your Team's Training Needs With Ease

## Effortless Tracking and Administration

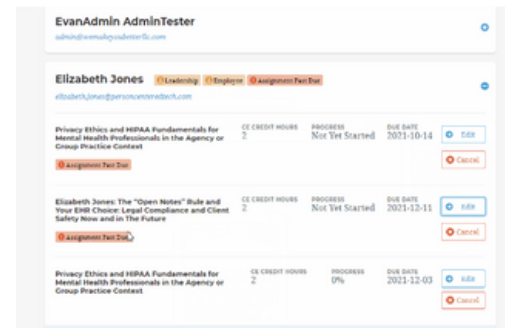
- Manage your team with separate, revocable logins, assigned content, and detailed training logs to meet staff training requirements.
- Automated, kind reminders for training completion.
- Stay informed of your team's progress and assignment completion status with your leadership assignment tracking view.



Buy training



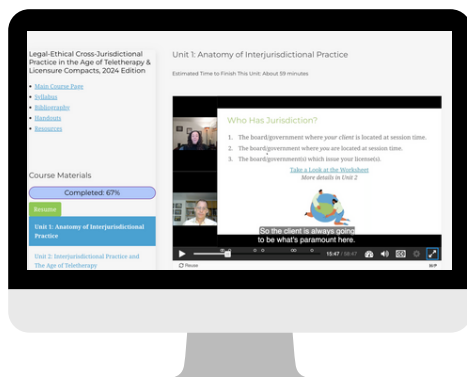
Assign to staff



Track and Remind

## Key Benefits of PCT Trainings

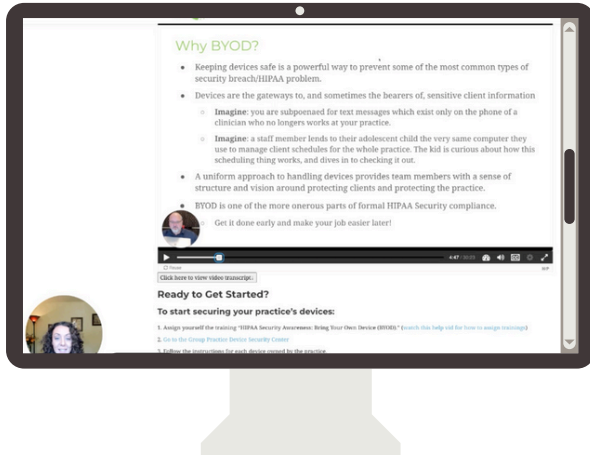
PCT's role-based staff training for mental health group practices equips your team for compliance with HIPAA and privacy ethics while supporting effective client care. Our targeted training solutions translate complex regulatory and ethical requirements into practical, client-focused applications, ensuring that your team can confidently integrate compliance into their daily practice.



- ✓ Nationally respected, role-based HIPAA and privacy ethics, teletherapy, and topical needs-based training specifically designed for mental health practice staff, ensuring comprehensive compliance and ethical practice in your particular practice context
- ✓ On-demand trainings available in perpetuity, providing unlimited access without expiration to support ongoing learning and compliance.
- ✓ CE provider approvals from APA, NBCC, and multiple state licensing boards, ensuring that continuing education courses count towards licensure renewal requirements for your clinical team.

# Secure Staff & Practice Devices to meet HIPAA Security Requirements (no IT team required)

Vulnerability is for your clients. Not your devices.



Easily manage device security across your team and ensure HIPAA compliance with **Practice Care Device Security Suite**—a comprehensive set of tools, training, and documentation designed for group practices.

*Easy-to-use suite of device security tools and resources includes:*

- ✔ Group Practice Leader *Bring Your Own Device (BYOD) Orientation* Training
- ✔ Access to [Device Security Center](#) for all team members (**no per seat cost**) – with step-by-step, device-specific tutorials for securing all devices
- ✔ **Assignable BYOD training** → HIPAA Security Awareness: Bring Your Own Device (BYOD) for all team members (no per seat cost)
- ✔ **Assign, track, and log device security** for all **practice and staff-owned devices**
- ✔ Ensure all devices that “touch” client info meet requirements for HIPAA and **qualify for HIPAA Safe Harbor**
- ✔ **Documentation management** (including templates and logging of device registrations and attestation) for BYOD for all team members
- ✔ **Change management support** for rolling out BYOD program and managing team devices

# Secure Remote Workspaces to meet HIPAA and Standard of Care Requirements

Remote work brings both challenges and opportunities.

A major concern for practice leaders is ensuring legal, ethical, and risk management standards are met when client info is handled off-site and out of your direct control.

We've got you covered with **Practice Care Remote Workspace Security Suite**.

*Easy-to-use suite of remote workspace security training and resources includes:*



Access to **Remote Workspace Leaders Orientation & Document Resource Center**



Access to [Remote Workspace Center](#) for all team members (no per seat cost) – with step-by-step tutorials for setting up and securing a home or remote workspace



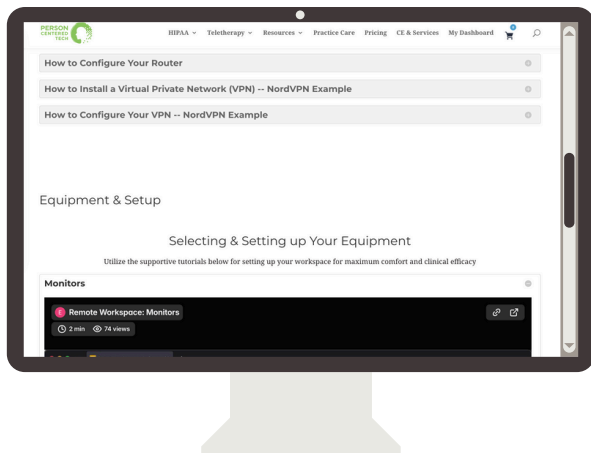
**Assignable Workspace Security training** → HIPAA Security Awareness: Remote Workspaces for all team members (no per seat cost)



**Documentation management** (including templates and logging of workspace registrations and attestations) for all team members



**Assign, track, and log remote workspace security for all remote workspaces**

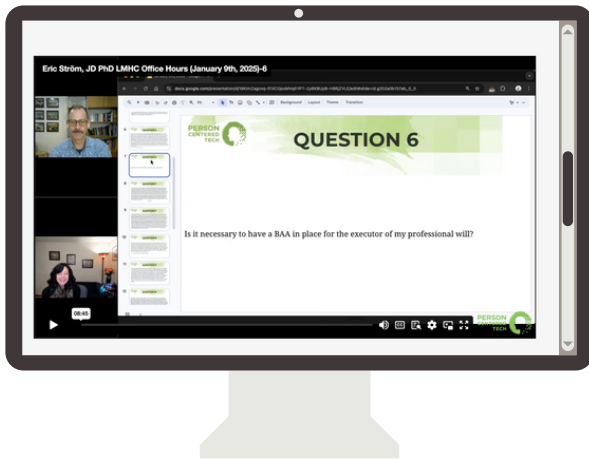


# Group Practice Office Hours:

Your Specific Practice Questions, Answered Expertly & Efficiently

## Weekly Live & Recorded Sessions Tailored to Your Needs

Group Practice Office Hours provide a flexible and comprehensive way to get your questions answered, whether you join live or prefer to watch later. Each week, we host live sessions where we address the questions and considerations submitted by our community of group practice leaders.



### *How It Works:*

- ✔ **Submit Your Questions Anytime:** Use the question submission form available on your dashboard under the Group Practice Office Hours card. Whether or not you plan to attend live, submitting questions in advance ensures they get addressed.
- ✔ **Live Session Registration:** Easily register for live sessions from your dashboard and participate in real-time.
- ✔ **No Attendance Required:** Your questions will be answered even if you can't attend live.

## Having the Practice Care Premium subscription unlocks **direct consultation**



### **Participate in Live Sessions:**

- **Interactive Engagement:** If you join live, you can engage and dialog with us directly, ask follow-up questions, and provide additional context in real-time.
- **Ask Questions During Sessions:** Use the GoToWebinar question box feature to submit your questions during the session.
- **Real-Time Prioritization:** We prioritize emergent questions or those from attendees with time constraints.



**Efficient Access to Your Answers:** If you do not attend live, we send you a personalized clip of your specific question(s) being addressed, so you can get the information you need without having to watch the entire session.



**A Streamlined Experience Just for You:** Whether you attend live or prefer to catch up later, Group Practice Office Hours ensure that your questions are thoughtfully answered with the best resources and insights available. Submit your questions today and make the most of this direct support and consultation service!

# Risk Analysis and Mitigation Plan: Get Your Required Risk Analysis Done

Our proprietary system contains all of the necessary components for performing and documenting a "thorough and accurate" risk analysis, as required by HIPAA translating those risks into a mitigation plan custom to YOUR needs.

## ● Threat & Vulnerability Assessment ●

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.)

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	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

PCT consultant will perform your practice's Risk Analysis & Risk Mitigation Planning. You will also have lifetime access to the PCT Group Practice HIPAA Security Risk Analysis Tool, so you can easily self-perform future Risk Analyses as needed/wanted.

## ● 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.

Identified Risk	Compliance Mitigation Strategy	Practice Mitigation Strategy	Who Has Authority to Change the Mitigation?	Workforce Member	Leadership Manual	Policy Document	Process Flow
High	The risk mitigation plan is a general process for reporting and following the risk mitigation plan. It is a general process for reporting and following the risk mitigation plan. It is a general process for reporting and following the risk mitigation plan.	Apply full device encryption to all devices. Apply full device encryption to all devices. Apply full device encryption to all devices.	Yes	Chapter 4	Chapter 4	Security System Features and Backup Procedures Policy	5.1
High	The risk mitigation plan is a general process for reporting and following the risk mitigation plan. It is a general process for reporting and following the risk mitigation plan.	Apply full device encryption to all devices. Apply full device encryption to all devices. Apply full device encryption to all devices.	Yes	Chapter 1	Chapter 1	Bring Your Own Device Policy	5.3
High	The risk mitigation plan is a general process for reporting and following the risk mitigation plan. It is a general process for reporting and following the risk mitigation plan.	Apply full device encryption to all devices. Apply full device encryption to all devices. Apply full device encryption to all devices.	Yes	Chapter 1	Chapter 1	Security Training and Awareness Policy	5.1
High	The risk mitigation plan is a general process for reporting and following the risk mitigation plan. It is a general process for reporting and following the risk mitigation plan.	Apply full device encryption to all devices. Apply full device encryption to all devices. Apply full device encryption to all devices.	Yes	Chapter 1	Chapter 1	Bring Your Own Device Policy	5.3

Effectively ties with the HIPAA Manual for low-stress action items

## Create Your Policies and Procedures (HIPAA Manual) with support

### 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
<b>Security Officer Goals:</b>			
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			
<b>PCT Guidance for Client:</b>			
How does my project plan work? <a href="#">Watch here!</a>			
How do I complete tasks? <a href="#">Watch here!</a>			
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!](#)

# All the materials to implement for an operationalized, robust security compliance program.

## **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.

## Comprehensive HIPAA Policies and Procedures include:

- 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

## Includes Security Forms & Logs

For documenting the required data and ongoing security tasks required by your Policies and Procedures

- 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

# COMPLIANCE BUNDLE INVESTMENT

## POLICIES AND PROCEDURES HIPAA MANUAL

Codify and operationalize Your HIPAA Security Compliance Program in your Policies & Procedures.

**\$1200**

- ✔ Workforce Security Manual -- the practical application oriented distillation of your HIPAA Security Policies & Procedures for your team
- ✔ Leadership Security Manual
- ✔ Customizable HIPAA Security Policies & Procedures
- ✔ Logs and Forms
- ✔ Step-by-Step Project Plan for adapting, adopting, and implementing materials
- ✔ \* Includes Security Officer Endorsement Training Program for Security Officer and Deputy Security Officer (2x)

## HIPAA SECURITY RISK ANALYSIS AND MITIGATION PLANNING

We do your Risk Analysis and Mitigation Planning FOR YOU

**\$500**

- ✔ 2 hour consultation with a HIPAA security consultant
- ✔ Access to proprietary RAMP tool to conduct a thorough and complete risk analysis.
- ✔ Meets or Exceeds Federal HIPAA requirement

The risk analysis and risk mitigation planning tool is provided in electronic format, delivered via a shared Google Drive folder.

## ANNUAL GROUP PRACTICE CARE PREMIUM

Practical compliance and support to keep your practice on track

**\$990/yr**

- ✔ **Practice Optimization Resources:**
  - Service Selection Workbook and Materials → optimize your practice's "tech stack" for functionality, efficiency, effectiveness, and cost
  - Supportive Leadership Training & on-demand Workshops:
    - Introduction to HIPAA Security for Group Practice Leaders (1 CE Credit Hour HIPAA Training for Leadership) - [See brochure](#)
    - Onboarding & Offboarding with Compliance and Ease in Mind
    - Making Practice Life Easier and More Efficient With Google Workspace
  - Includes PCT's Google Configuration Help Center with tutorials on how to configure Google Workspace for compliance, security, and leveraging functionality
  - Assign and track role-based training for your team - [See brochure](#)
  - Manage your team's training and HIPAA-tasks with automated kind reminders, deadlines, and instructional support
  - Save 25% on PCT's a la carte role-based on-demand staff trainings on HIPAA, Ethics, Teletherapy, and topical needs-based courses - [See discounted courses](#)

- ✔ **Direct Support & Consultation:**
  - Leadership access to [Group Practice Office Hours](#) - weekly direct support and consultation service (live and recorded)
  - Monthly session with therapist attorney & AMHCA ethics committee member, Eric Ström JD PhD LMHC
  - Special guest sessions with industry experts
  - Access to a questions library with hundreds of videos of expert-led answers to common group practice questions
  - Access to HIPAA Manual Support Forums (when paired with purchase of PCT Way Group Practice HIPAA Manual & Materials - [See brochure](#))

- ✔ **Device Security:**
  - Group Practice Leader Bring Your Own Device (BYOD) Orientation Training
  - Access to [Device Security Center](#) for all team members (no per seat cost) - with step-by-step, device-specific tutorials for securing all devices
  - Assignable BYOD training → HIPAA Security Awareness: Bring Your Own Device (BYOD) for all team members (no per seat cost)
  - Assign, track, and log device security for all practice and staff-owned devices
  - Ensure all devices that "touch" client info meet requirements for HIPAA and qualify for HIPAA Safe Harbor
  - Documentation management (including templates and logging of device registrations and attestation) for BYOD for all team members
  - Change management support for rolling out BYOD program and managing team devices

- ✔ **Workspace Security:**
    - Access to Remote Workspace Leaders Orientation & Document Resource Center
    - Access to [Remote Workspace Center](#) for all team members (no per seat cost) - with step-by-step tutorials for setting up and securing a home or remote workspace
    - Assignable Workspace Security training → HIPAA Security Awareness: Remote Workspaces for all team members (no per seat cost)
- Remote Workspace policy insert to add to your policy manual

Purchase Components as a Bundle to SAVE \$100

**Click to Purchase**

trusted and recommended by:

The Group Practice EXCHANGE

ABUNDANCE  
practice-building

zynnyme  
private practice experts



QA Prep  
Navigating the INSURANCE MAZE



Group Practice Success

common Journey • Extraordinary Results