



**PHARMACY  
SOCIETY OF  
WISCONSIN**

*“Leading Our Profession  
in a Changing  
Health Care Environment”*

**A special offer from the Pharmacy Society of Wisconsin**

# **Pharmacy Compliance with the New Federal HIPAA Regulations**

*A six-week implementation plan for community pharmacies*

**The new federal HIPAA regulations take effect April 14th, 2003.**

The Pharmacy Society of Wisconsin held a conference on February 8th to assist Wisconsin pharmacies in complying with the new federal privacy regulations. The conference was based upon the implementation activities of a small work group of Wisconsin and Iowa independent community pharmacies.

**Now, PSW is offering for purchase the same materials distributed and used in the workshop, a complete audio recording of the conference, and a CD of HIPAA policies and procedures, all prepared by the community pharmacy work group.**

*See following brochure for more information.*

Conference attendees provided an overwhelmingly positive evaluation of the PSW program. Here are a few individual evaluation comments:

*“Great sharing of knowledge from a useful perspective, including the forms the panel developed. I would have hated to write policies and procedures from scratch.”*

*“This program was very well done- the best HIPAA seminar I’ve attended! I will recommend the audio tapes/CD to my state pharmacy board and members.”*

*“The written information will be useful. I liked the written examples and check-lists. I also liked being able to customize P&P’s from the CD.”*

*“Thank-you for all the effort to organize and share this information with us. The volume of information is overwhelming - you’ve helped me get a handle on it.”*

If you have questions regarding the conference or you would like to purchase the workshop materials, please contact the Pharmacy Society of Wisconsin at (608) 827-9200.

---

701 Heartland Trail  
Madison, WI 53717  
tele 608.827.9200  
fax 608.827.9292  
info@pswi.org  
www.pswi.org

*Health care providers are required to meet new federal requirements for the protection of the personal health information of their patients.*

*The regulations, commonly referred to as HIPAA,*

are complex and will require virtually all health care providers to implement new policies and controls regarding the provision and security of protected patient information.

Over the past several months, the Pharmacy Society of Wisconsin (PSW) has encouraged pharmacy professionals to begin preparation for the soon to be enforced regulations. A HIPAA compliance resource manual specific to pharmacy has been prepared by NACDS and a Washington DC law firm and has been purchased by thousands of independently owned and chain pharmacies across the country. However, PSW has received many requests for additional assistance in the understanding and implementation of the new federal regulations.

In order to comply with the new regulations which take effect in mid-April, 2003, PSW has enlisted the involvement and support of Wisconsin and Iowa pharmacy practitioners who have been working together to develop their internal policies and procedures. These practitioners each purchased the NACDS resource material and have used it as their primary reference in their collective work.

Their collective efforts were pooled in preparation for a one-day workshop on HIPAA Compliance. The workshop, *HIPAA Privacy Basics: A Stepwise Approach Toward HIPAA Compliance*, was held on February 8, 2003.

**PSW is now making available the same materials distributed and used in the workshop, an audio recording of the conference, and a CD of example HIPAA policies and procedures.**

# HIPAA PRIVACY BASICS

*A Stepwise Approach  
Toward  
HIPAA Compliance*

*A special offer from the  
Pharmacy Society  
of Wisconsin*

## GET UP TO SPEED!

*PSW is making the following  
materials available to  
pharmacy managers and owners  
across the country*

■ Complete, bound workshop handouts and materials

■ Audio recording of the workshop from February 8, 2003

■ A reference CD of HIPAA policies and procedures

PSW is fortunate to have a group of pharmacists, who have taken the first step of the difficult task of HIPAA compliance, agree to share their experiences, understanding and the materials they have developed. These pharmacists do not profess to be expert on the legal nuances associated with the HIPAA regulations, however, they are practitioners, managers and business owners who have taken the issue seriously and who have devoted dozens of hours of their time toward achieving compliance.

In addition to purchasing the PSW materials, you are encouraged to purchase either the NACDS or NCPA HIPAA resource manuals. The conference's policy and procedure handout material is referenced "for example purposes only." It will be incumbent upon every pharmacy business to prepare and implement their own policies and procedures subsequent to the conference in order to comply with the new legal requirements.

■ HIPAA Privacy Laws require that you must have **written** policies and procedures — specific to your pharmacy.

■ There are less than two months before the April 14th deadline and you haven't written one policy or procedure?

■ The PSW HIPAA Privacy Policies and Procedures guide offers 15 templates for you to **easily** adapt to your pharmacy.

■ The PSW guide provides a notebook and a CD-Rom of the sample policies prepared by community pharmacists for their own pharmacies. **Plus, the audio tapes provide their first-hand description on use of the materials.**

If you wait, you will be late.  
**Order Today!**

*A premiere educational program developed by the Pharmacy Society of Wisconsin*



## LEARNING OBJECTIVES

*Upon completion, participants should be able to:*

Describe the key components of the HIPAA privacy regulations.

Create a step-by-step approach to comply with the regulations.

Develop a process for staff training and ongoing compliance monitoring.

Prepare customized privacy policies and procedures for the pharmacy.



The Pharmacy Society of Wisconsin is approved by the American Council on

Pharmaceutical Education

(ACPE) as a provider of continuing pharmaceutical education.

This session offers a total of 5.0 contact hours (0.5 CEUs). Participants completing and returning exam and evaluation forms will receive a CE statement within four to six weeks by mail for demonstrating program completion. The ACPE Universal Program Number for the workshop materials is 175-000-03-009-H04.

### A FEW IMPORTANT QUESTIONS TO CONSIDER

■ Have you named a privacy officer? Does he/she know what to do?

■ Have you prepared the privacy policies and procedures required by HIPAA?

■ Have you provided your entire staff the knowledge to understand and follow personnel, regulatory and operations policies?

■ How will you implement the work flow changes and monitor your effectiveness?

■ How will you distribute, collect, file, and maintain each of the required privacy notices?

*Materials include an audio tape of the complete workshop, its handouts and a CD of the policies and procedures. In addition, 5 hours of CE is available for reviewing the material and successful completion of the at-home exam.*

Order by mail, phone (608)827-9200, or fax (608)827-9292.

**YES, Please send me the meeting materials from the Pharmacy Society of Wisconsin workshop, *HIPAA Privacy Basics: A Step-wise Approach to HIPPA Compliance*. Cost: \$200**

Name \_\_\_\_\_ Company Name \_\_\_\_\_

Shipping Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Check payable to the *Pharmacy Society of Wisconsin*.  
Mail to: *PSW, 701 Heartland Trail, Madison, WI 53717*

#### Shipping Method

Standard (U.S. Mail)

Next day delivery (please add \$25)

Charge:  VISA  Mastercard

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Signature \_\_\_\_\_

*Materials will be shipped via U.S. Mail within 3 days of receipt of order. For next day delivery, add \$25.*

Order by mail, phone (608)827-9200, or fax (608)827-9292.