

# The Guard



*HIPAA Compliance Simplified*

*Achieve*

*Illustrate*

*Maintain*

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# Overview

The Guard addresses the challenge of HIPAA compliance and the misconception that compliance is expensive and complicated. The Guard's **Achieve, Illustrate, and Maintain** methodology provides a **total solution** approach to compliance addressing the needs of HIPAA, HITECH, Omnibus, and PCI Compliance as well as Meaningful Use Stage 1 and Stage 2 Core Measures 9 & 15.

Many of today's professionals are completing the HITECH Meaningful Use requirements with a false sense of security about their HIPAA compliance. Upon HHS audits, providers are failing to pass the broader more encompassing HIPAA regulations, resulting in return of HITECH dollars received and or fines for willful misconduct.

**The Guard's** award winning software allows you to self-audit and is perfect for organizations of all sizes with any level of compliance expertise. **The Guard** provides the tools to identify Gaps and put remediation plans into action while simultaneously tracking progress. **The Guard** is a total cost effective solution designed to "Simplify Compliance" and addresses the entire set of HIPAA, HITECH, Omnibus Rule, and PCI regulations.



# Ease of Use

**The Guard** provides the end user with a simple to use menu system, enabling access to any portion of the product with ease. The following image depicts all of the functionality and modules within **The Guard** (figure 1.0), proving **The Guard** covers the entire compliance spectrum with minimal cost of entry.

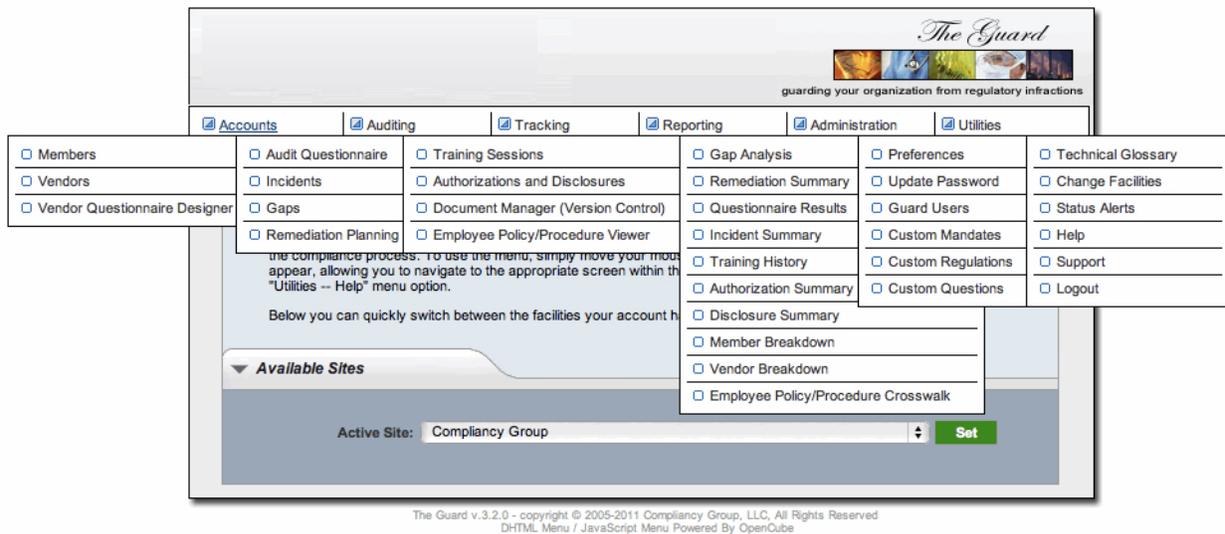


Figure 1.0 (menu fully expanded for clarity purposes)

**The Guard** also offers a “quick menu” for functions that are frequently used within the system. Figure 1.1 depicts the “Regulation Lookup” screen available through the quick menu bar. The full set of functionality is: Home Page, Regulation Lookup, Members, and Help.

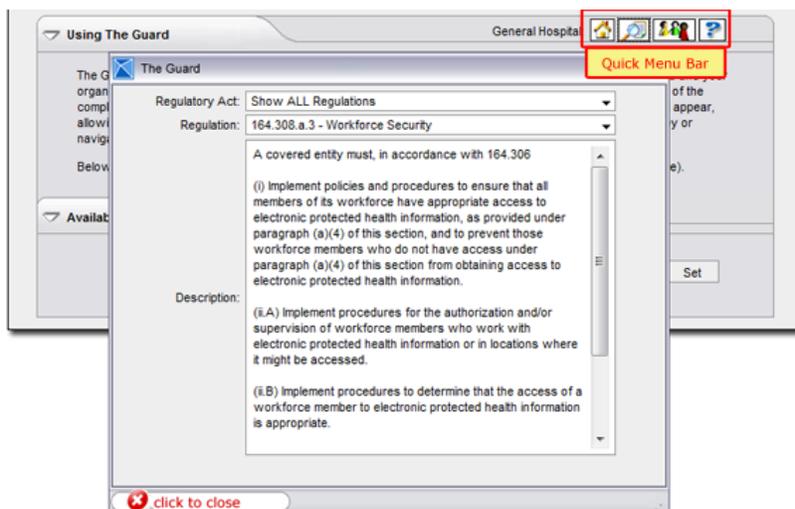


Figure 1.1 (Menu's)

The **Guard** UI was designed to present the information to the end-user in a consistent manner, and to allow flexibility, ensuring that the product works with you. Below is an example of the general layout. Consistent across nearly every screen is the following methodology:

- **Details:** Upper portion of the screen presents the end-user with all details per object as well as the ability to create new ones.
- **Modify/View:** Bottom portion of screen represents data that has already been stored and is accessible for view and/or modification.

Both sections of the screen can be expanded and contracted when available screen space is at a minimum. When applicable, search options and filters are available to quickly gain access to information without having to parse through the data in its entirety.

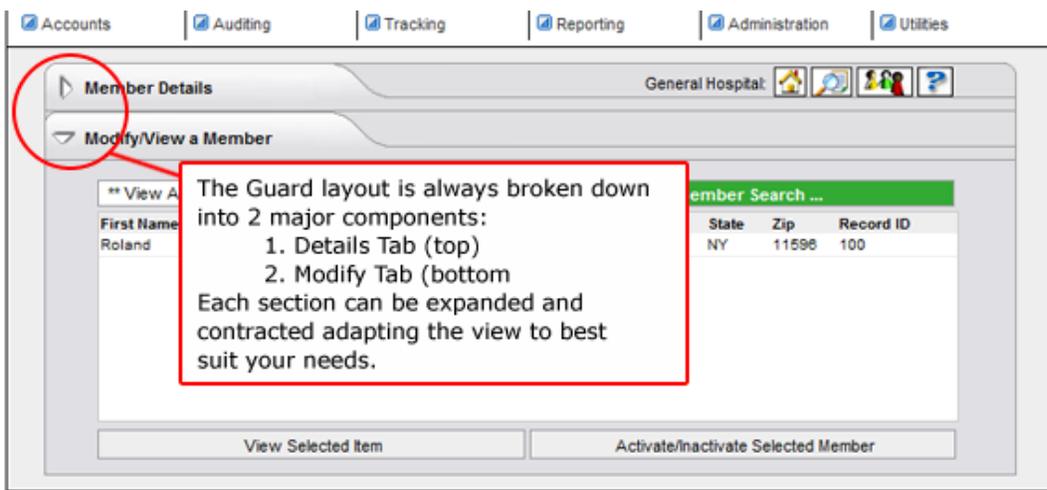


Figure 2.1 (Views)

You can also set your preferences to include the first screen you see after login as well as the default behavior of the “Details Tab.” It is these settings that help streamline usage by presenting the user with information most pertinent to their job function. It is important that each user can view the interface comfortably.

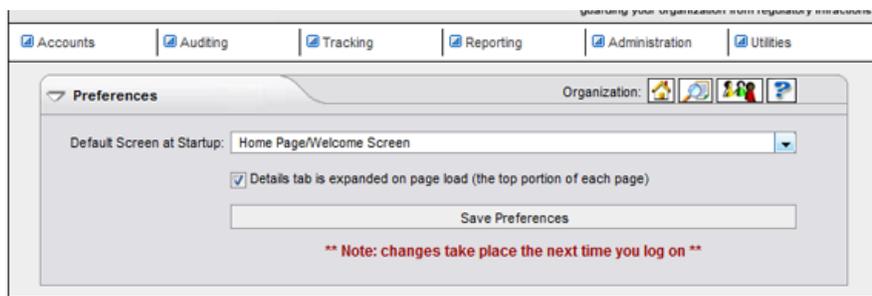


Figure 2.2 (Preferences)

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## Advantages

Many products on the market today offer only downloadable documents that make the compliance process complex. **The Guard** however, is designed to be a **total solution** tool used daily to help your organization collect and store compliance information. Don't be fooled by sites claiming they will make your company compliant through nothing more than policy downloads. These solutions barely scratch the surface of the HIPAA compliance effort.

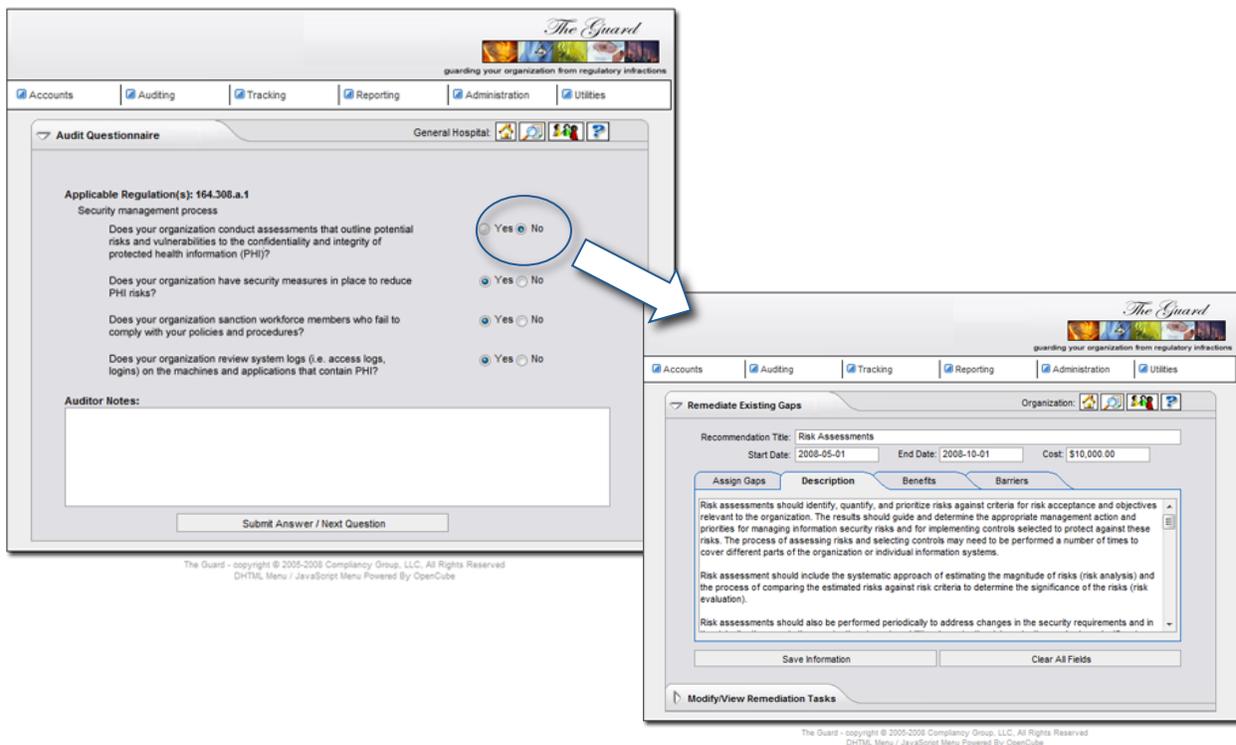
Becoming compliant is showing due diligence: having policies and procedures, documenting incidents, managing your members and vendors, tracking the training effort, resolving gaps, performing audits, reporting, and more. This is what **The Guard** provides.

## Auditing

It is required by law to perform security and privacy audits within your organization. We recognize audits can be tedious, complicated, and extremely costly. **The Guard** offers wizards and tools for self-audit and remediation. Furthermore, third party audit teams can work with **The Guard**, thereby centralizing all information.

### How the process works

**The Guard** comes with extensive questionnaires that you answer virtually. These answers are the driving force for automated Gap and remediation creation. Each time **The Guard** deems an answer insufficient to the standard, a Gap item is created against the corresponding regulation. **The Guard** then breaks down the gap into easy-to-understand language so you are fully aware of what processes are not being performed. Additionally, after the Gap is generated, **The Guard** will also supply a recommendation based on ISO best practices, highlighting key ways to combat the issue. **The Guard** also comes with manual Gap Creation, whereby audit teams can input the problem and directly associate it to one or more standards.



## Tracking

According to the regulatory standards, an organization must make a best effort to comply, and such actions must be documented and tracked. We understand this need, which is why **The Guard** comes equipped with a series of tracking tools to ensure your efforts are well documented. Tracking also provides a global view of the effort, and, under certain scenarios, can affect all members, vendors, and employees through a single interface.

The following modules are available within **The Guard's** tracking engine:

- **Incidents:** Globally track ALL incidents reported and allow for these incidents to propagate to the individual members when applicable.
- **Employee Training:** Ensure every employee in the organization is up-to-date on their compliance training. If not, **The Guard** can alert you before problems arise.
- **Authorizations/Disclosures:** Discover active requests in the system without the need to drill down on individual members.
- **Documents:** A full document repository is built into **The Guard** that comes with templates for policies, procedures and forms. The following is a small view of the security policy/regulation crosswalk to exemplify, yet again, the tremendous depth of information available in **The Guard**.

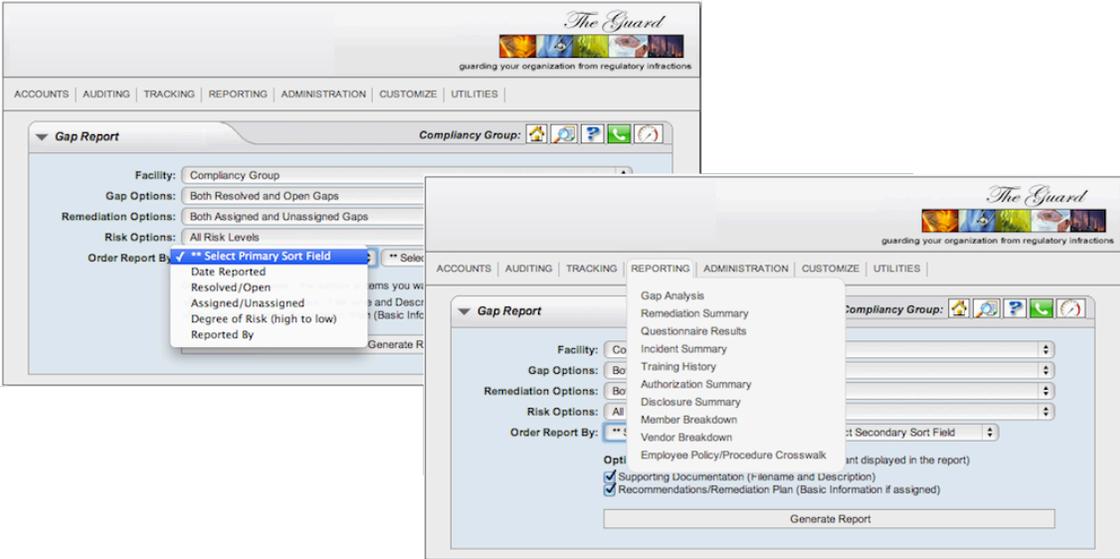
Security Management Process	164.308(a) (1)
Risk Analysis	
Risk Management	
Sanction Policy	
Information System Activity Review	
Assigned Security Responsibility	164.308(a) (2)
Workforce Security	164.308(a) (3)
Authorization and/or Supervision	
Workforce Clearance Procedure	
Termination Procedures	
Information Access Management	164.308(a) (4)
Access Authorization	
Access Establishment/Modification	
Security Awareness & Training	164.308(a) (5)
Security Reminders	
Protection from Malicious Software	
Log-in Monitoring	
Password Management	
Security Incident Procedures	164.380(a) (6)

# Reporting

The Guard has a built-in reporting tool to satisfy internal and external auditing efforts. The reports satisfy your attestation requirements, Business Associate, and Covered Entity data exchanges.

The following reports are available within The Guard:

- **Gap Analysis:** A thorough analysis of your organization's regulatory discrepancies.
- **Remediation Summary:** Shows what is being done today to solve your compliance needs.
- **Questionnaire Results:** Presents a detailed view of your organizations self-audit practices.
- **Incident Summary:** Clear picture of all incidents reported, both solved and open.
- **Training History:** Ensures all your employees have been trained in compliance.
- **Policy/Regulation Crosswalk:** Lines up your policies, procedures, and forms to their corresponding regulatory standards.
- **Authorization Summary:** Summary view of all authorizations requested of your organization.
- **Disclosure Summary:** Summary view of all disclosures requested of your organization.
- **Member Breakdown:** Detailed view of all members within the system.
- **Vendor Breakdown:** Detailed view of all vendors within the system.



## Account Management

Managing your members and vendors doesn't get any easier. **The Guard** radically simplifies account management, while still offering all of the functionality required to stay compliant. The advanced process engine within **The Guard** ensures seamless data flow throughout the entire product. For example, authorization template forms are provided to you when you sign up. These documents are stored within **The Guard's** repository, ensuring all changes are tracked. When a member requests an authorization disclosure, **The Guard** utilizes that template and populates the fields with member specific information and then storing the newly created document within the member's records.

Additional items under account management include: authorization requests, vendor contracts, account level incident tracking, member representation and restrictions, advanced searching, and much more.

The image displays two overlapping screenshots of the 'The Guard' software interface. The top screenshot shows the 'Member Details' form for a member named John Grant. The bottom screenshot shows a 'Modify/View a Member' section with a table listing all members.

**Member Details Form (Top Screenshot):**

- Associated Facility: Complacency Group
- Name (First MI Last): Mr. John Grant Internal Record ID: 100
- Address: 100 Lucky Street
- City: Toledo State: Ohio Zip: 44445
- Date of Birth: 1974-09-12 Social Security No: \*\*\* - \*\* - 2332
- Email Address: john.doe@email.edu
- Home Phone: 800 555 1200 Work: Mobile:
- Member has received (or been sent) a copy of the Privacy Notice
- Insurance: Primary Carrier: Test, Plan Name: test, Plan Number: 111, Effective Date: 2013-03-18
- Secondary Carrier: Plan Name: Plan Number: Effective Date:
- Buttons: Update Member Information, Clear All Fields

**Member List (Bottom Screenshot):**

First Name	Last Name	Address	City	State	Zip	Record ID
John	Grant	100 Lucky Street	Toledo	OH	44445	100
Robert	James	12345 State Street	Conoma	CA	93020	-
Jim	Jones	1212 Main Street	San Diego	CA	91777	00001
Jim	Lawneoe	1222 state Street	City	AL	54357	275252

Buttons: View Selected Item, Activate/Inactivate Selected Member

# Simplify Your Compliance Today

**The Guard** is what your organization needs to stay atop the compliance effort. With its multitude of functionality and low cost of entry, you can't afford to ignore it. Contact us for a demonstration of **The Guard** and see for yourself, we guarantee you won't find a more comprehensive solution.

