



A practical first 30 days

A look at the sequence in the included Start Here guide

WEEK 1 / FOUNDATION

Customize core patient and workforce documents; identify Privacy and Security Officers; organize business associate agreements and signed workforce acknowledgments.

WEEK 2 / RISK

Inventory systems that handle electronic protected health information, work through the Security Risk Assessment, record gaps, and assign remediation owners.

WEEK 3 / WORKFORCE

Conduct role-appropriate training, collect completion records and acknowledgments, and confirm the sanctions policy has been distributed.

WEEK 4 / VALIDATION

Review vendor agreements and initial records, locate the breach-response kit, and schedule the recurring annual audit.

The guide provides an implementation sequence, not a promise of HIPAA compliance in 30 days. Your practice must tailor the materials, implement safeguards, address its risks, and maintain its records.



WORKSHEET PREVIEW / SECURITY RISK ASSESSMENT

Document risk. Assign action.

The purchase includes an editable assessment and risk inventory

01 DEFINE THE SCOPE

Practice / location

Systems handling ePHI

02 ASSESS A THREAT

Asset	Threat / gap	Likelihood	Impact

03 TRACK THE RESPONSE

Existing control / gap

Action to reduce risk

Owner / target date

Status / evidence

These are simplified, unfilled fields. The purchased tool contains the full instructions, analysis, risk inventory, and sign-off record.



RECORD PREVIEW / WORKFORCE TRAINING LOG

Show who completed training

The purchase includes an editable workforce training record

Training period _____

Coordinator _____

RECORD ONE ROW PER PERSON AND TRAINING EVENT

Workforce member	Date	Topics	Method	Acknowledgment

COMPLETION REVIEW

The coordinator checks for missing completions and files the log with the practice's compliance records.

Reviewer _____

Date _____

These are simplified, unfilled fields. The purchased tool contains the full instructions, topic and method keys, certification section, and editable record.