



EHNAC PRIVACY & SECURITY TOOLKIT

ORDER PROCESSING INSTRUCTIONS

*Congratulations on your decision to place an order for the EHNAC Privacy & Security Toolkit.
Here are some helpful hints to facilitate order processing.*



1. Send an email to dhopkinson@ehnac.org to request the following documents:

- a. EHNAC Privacy & Security Toolkit Order Form
- b. End User License Agreement
- c. Invoice



2. Carefully read the End User License Agreement.



3. Complete the Order Form.

- a. Key requested information directly into the form, save and print it. (You may also print the form and complete it by hand.)
- b. Provide all requested information. This includes checking the box in section 1 to indicate that you have read and agree to the terms of the End User License Agreement.



4. You may submit payment for the Toolkit via check or Electronic Funds Transfer (EFT). Make checks payable to EHNAC. An invoice, including EFT details, has been provided for your convenience, since many organizations require one to be submitted with a check request. Email dhopkinson@ehnac.org to request a W-9 form if needed for check processing.

Mail the completed order form and/or payment to:

EHNAC
Attn: Debra Hopkinson
25 Brookshire Lane
Farmington, CT 06032



5. EHNAC will review your order once it is received.

- a. Properly completed forms and payment for processing. (Standard order processing takes 2-3 days from the date of order receipt if all requested information is provided.)
- b. Forms with missing information will be delayed while EHNAC contacts the person identified on the order form to resolve questions or obtain missing information.



6. EHNAC will send the Toolkit to your organization via secure email. Prevent email delivery delays by adding @EHNAC.org to your organization's safe sender list(s).



7. Download the EHNAC Privacy & Security Toolkit. IMPORTANT: SAVE THE CONTENTS to a convenient and secure location on your local system before opening the zip file.



8. Direct order fulfillment questions and download support requests to dhopkinson@ehnac.org.

Thank you for your order!



EHNAC Privacy and Security Toolkit Order Form

1 – End User License Acknowledgement

IMPORTANT -- READ CAREFULLY: This End User License Agreement is a legal contract between you (either an individual or a single business entity) and Electronic Healthcare Network Accreditation Commission, Inc. (EHNAC). Checking the box below indicates that you have electronically signed that you have reviewed and accept the End User License Agreement. Failing to do so will delay order processing.

I have received and accept the EHNAC End User License Agreement. Date _____

2 - Product Selection - HIPAA Privacy and Security Toolkit - \$2,495

The EHNAC Privacy and Security Toolkit includes the most comprehensive set of policies, procedures, forms and compliance tools available. Regulatory topics included are HIPAA/HITECH Privacy, Security, Breach and Transactions and Code Sets. Each Toolkit includes up to 2 hours telephone consulting on use of the Toolkit, which must be used within 3 months of the date on which the Toolkit is provided.

Please indicate your selection below:

Business Associates **Group Health Plans**
 Providers

This is a Do It Yourself Compliance Privacy and Security Toolkit.

If you would like additional consulting services, please contact DHopkinson@EHNAC.org

3 – Payment

Check Enclosed **Make check payable to EHNAC. Mail completed order form and payment to:**
EHNAC
25 Brookshire Lane
Farmington, CT 06032

EFT **Tax ID Number 06-1417219**
Routing #: 211170101
Acct #: 8070851733
BIC (Swift) Code: WENAUS31

4 - Client Information (Please provide all requested information below.)

Organization Name: _____
Contact Name & Title: _____
Signature: _____
Mailing Address: _____
Address line 2: _____
City: _____ State: _____ Zip Code: _____
Email Address*: _____ Telephone: _____

**Order confirmation and digital product delivery will be sent to the email address provided above.*

5 – Order Fulfillment

Once EHNAC has processed your order, you will receive an email order confirmation with ZIP file delivery. Standard processing time is 2-3 days after order receipt. Prevent delivery delays by adjusting your SPAM filter settings to allow incoming emails from the domain EHNAC.org.

Please direct order fulfillment questions and download support requests to DHopkinson@EHNAC.org

Thank you for your order!



END USER LICENSE AGREEMENT

FOR

EHNAC PRIVACY and SECURITY TOOLKIT

IMPORTANT -- READ CAREFULLY: This End-User License Agreement ("Agreement") is a legal contract between you (either an individual or a single business entity) and the Electronic Healthcare Network Accreditation Commission (EHNAC) ("Vendor"), for the work identified above, whether in print, electronic, or any other medium (the "Work").

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You acknowledge that (i) the administrative simplification section of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the American Recovery & Reinvestment Act of 2009 (ARRA) including all associated regulations published to date (e.g. Omnibus) are far-reaching statutes; (ii) the implementing regulations, commentary, responses to “frequently asked questions” (FAQs) and guidance documents from DHHS (ONC, OCR, CMS, OESS, NIST and others) comprise hundreds of pages of fine print; (iii) HIPAA and HITECH compliance involves more than adoption of written policies, particularly actual implementation of procedures, continuing education and auditing regarding both the policies and the procedures.

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Please direct any comments, questions, or suggestions regarding this material to:

EHNAC Privacy and Security Toolkit
25 Brookshire Lane
Farmington, CT 06032
860-408-1620