



## John S Conniff, PLLC

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TO: Lori Bielinski, Executive Director  
Washington State Chiropractic Association  
FROM: John S. Conniff, Attorney  
DATE: March 25, 2011  
SUBJECT: HIPAA HITECH Forms Proposal

Attached (electronic versions by Email), you will find HIPAA/HITECH forms for your members' use. These forms have several traits in common which I describe below for your customization by your members.

- The forms are created and useable as Adobe Acrobat Forms and as such have data and image fields for completion by members.
- In the upper left of most documents, members may move their cursor until the icon changes indicating an image field. If they "click" on the field it will open their files for insertion of clip art or some other image such as a logo. Use of the field is not required but it will give members the change to add some originality to the document.
- Some documents like the new patient form have fields that must be completed with the correct information in order to work properly. For example, in those sections requiring a social security number, I have set the data requirements to only accept the correct amount of numbers or a mistake will show an error and ask for the correct information.
- When using document forms that members are likely to continually reuse (e.g. the business associate agreement), members must be sure to save the document after completion under a new file name to avoid overwriting the original form.
- With the notice of privacy practices, I have supplied a tri-fold brochure that permits a logo and practice address on the front cover and contact information on the back. This form may be printed in duplex on a decent office printer or may be sent to a printer for bulk printing. I have also supplied a version with text only should members wish to simply print out 8.5 x 11 sheets.
- Finally, I have provided some "static" Adobe Acrobat documents that members may simply print and complete in writing rather than from a computer.

Let me know if you have any questions or wish further modifications. These documents will be emailed in several batches to avoid overloading or hitting Email size restrictions.

To be sent:

Base Business Associate agreement; Notice of Privacy Practices; Authorization for Release of information; Acknowledgement of receipt of notice; Request for accounting of disclosures; Marketing consent form; Data Use Agreement; HIPAA privacy complaint form; Alternative communication form; Amendment of record form; Request for restriction of disclosure form; Request to view or copy records form; Employee confidentiality agreement; and Breach notification letter form.