HIPAA COMPLIANCE SAFEGUARDS

FOR THE HEALTHCARE INDUSTRY

HIPAA COMPLIANT

cpsCARDS

CPS Cards has taken steps to safeguard electronic protected health information (PHI) as outlined in the Health Insurance Portability and Accountability Act of 1996. Below are some of the safeguards that we employ to keep all data protected.

PHYSICAL SAFEGUARDS

Facility Access
All CPS facilities are secured with card access control systems. Only authorized personnel can gain access to secured areas.

24/7 Surveillance
Facility-wide 24-hour camera surveilliance is employed and security signage is posted to notify all personnel and visitors of the onsite HIPAA procedures.

Materials disposal
All unused material that contains sensitive data is shredded within our facilities.

Audits
CPS Cards employs a third-party company to conduct an annual audit to ensure continued adherence to HIPAA rules.

TECHNICAL SAFEGUARDS

Transmission Security
CPS Cards employs dual firewalls to protect external access.

Encryption safeguards are implemented to ensure protected transfer of data between firewalls.

Access Control
All production terminals are locked and password protected and network drives are only accessible to authorized personnel.

Mail security
CPS Cards offers mail tracking to households and utilizes Intelligent Mail Barcoding®

Mail is CASS and NCOA processed to ensure accurate delivery.

All mail files are destroyed immediately after they are processed.

ADMINISTRATIVE SAFEGUARDS

Employment Screenings
All CPS personnel, both permanent and temporary, undergo a criminal background check prior to employment.

Workforce Training
HIPAA compliance training is conducted on an ongoing basis and for all new hires.

Contingency Planning
Data backup and disaster recovery procedures are documented in the event of an emergency.

Documentation
All HIPAA policies and procedures are documented and housed in our quality management system.

Business Associate Agreements
We sign BAA contracts that are fully compliant with current HIPAA Regulations.