



At Paperless Solutions our HIPAA Compliance and Privacy Safeguards assure your files are kept private. Here is a summary of HIPAA requirements and what we do to help keep you in compliance:

- **Covered entities must put in place safeguards to protect your health information.**
 - All paper files are stored in a secure location under lock and key.
 - Digital files are encrypted at 256-bits and can only be accessed with a user name and password.
 - Files are only accessed by the people assigned to scan and QA them.
- **Covered entities must reasonably limit uses and disclosures to the minimum necessary to accomplish their intended purpose.**
 - Only authorized individuals have access to the files for the purposes of converting the files only.
 - Digital files within our facility and when stored online have state of the art 256-bit encryption and can only be accessed with a user name and password.
- **Covered entities must have contracts in place with their contractors and others ensuring that they use and disclose your health information properly and safeguard it appropriately.**
 - When you enter into an agreement with us to scan your files we are entering into a contract to keep your files private and safe and that is what we do. This document serves as written proof of that contract.
 - Everyone at Paperless Solutions who comes into contact with the files:
 - undergoes a complete FBI background check that includes fingerprinting
 - completes sensitivity training in HIPAA and all privacy laws with regular refreshers at least annually.
 - signs and agrees to an extensive confidentiality agreement.
- **Covered entities must have procedures in place to limit who can view and access your health information as well as implement training programs for employees about how to protect your health information.**
 - The files are only viewed when scanned. Only the person scanning and the persons completing QA ever see the actual content of the file. And when the files are viewed the only concern is for the scan to be an accurate representation of the file. The content of the file is inconsequential.
 - After files are scanned they are completely destroyed beyond recognition with industrial shredders and recycled.
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 - signs and agrees to an extensive confidentiality agreement.

At Paperless Solutions we assure your files are safe and secure and that all HIPAA and privacy laws are strictly adhered to.

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