



HIPAA Compliance Workshop

- Tuesday, January 28
8:30 a.m.—2:30 p.m.
- Greenville County Law Enforcement Center
- \$35 Members; \$45 Non-Members
- For further details, please see page 6.

HIPAA Compliance Workshop January 28

Are you a covered entity that is affected by HIPAA? Do you receive, store, maintain and/or disseminate PHI (Protected Health Information)? The law requires agencies to have certain policy documents in place by April 2003. Are you prepared?

Described below is some background information on HIPAA regulations from the HHS (United States Department of Health and Human Services) website. For an overview of the law and a hands-on workshop with assistance on writing policy documents required under HIPAA, please join the Greenville Area ARMA Chapter on January 28 for a training workshop on this timely topic. Please see page 6 and 7 for further details and a registration form.

Statutory Background*

Congress recognized the importance of protecting the privacy of health information given the rapid evolution of health information systems in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, which became law on August 21, 1996. HIPAA's Administrative Simplification provisions, sections 261 through 264 of the statute, were designed to improve the efficiency and effectiveness of the health care system by facilitating the electronic exchange of information with respect to certain financial and administrative transactions carried out by health plans, health care clearinghouses, and health care providers who transmit information electronically in connection with such transactions. To implement these provisions, the statute directed HHS to adopt a suite of uniform, national standards for transactions, unique health identifiers, code sets for the data elements of the transactions, security of health informa-

tion, and electronic signature.

HHS published a proposed Rule setting forth privacy standards for individually identifiable health information on November 3, 1999 (64 FR 59918). The Department received more than 52,000 public comments in response to the proposal. After reviewing and considering the public comments, HHS issued a final Rule (65 FR 82462) on December 28, 2000, establishing "Standards for Privacy of Individually Identifiable Health Information" ("Privacy Rule"). In an era where consumers are increasingly concerned about the privacy of their personal information, the Privacy Rule creates, for the first time, a floor of national protections for the privacy of their most sensitive information--health information. Congress has passed other laws to protect consumers' personal information contained in bank, credit card, other financial records, and even video rentals. These health privacy protections are intended to provide consumers with similar assurances that their health information, including genetic information, will be properly protected.

Electronic Access: The complete final rule and other information is available electronically at the HHS Office for Civil Rights (OCR) Privacy Web site at <http://www.hhs.gov/ocr/hipaa>.

On August 14, 2002, the Final Modifications to the Privacy Rule were published in the Federal Register.

*The information above originated from the following websites:

www.hhs.gov/ocr/hipaa/finalreg.html

www.hhs.gov/ocr/hipaa/whatsnew.html

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— Jinny Moran

THE ARM

The Newsletter of the Greenville Area Chapter of ARMA

Volume 2003
Issue I

The ARM is a bimonthly publication of the Greenville Area Chapter of ARMA International. It is distributed online via email to chapter members and is available on the world wide web at www.armamar.org/GA/newsletters. Content is the property of the Greenville Area Chapter of ARMA and may not be reproduced without permission. Hardcopies of the newsletter are available by contacting the editor.

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Publisher: ARMA
Greenville Area Chapter
P. O. Box 61
Greenville, SC 29602

A Message from the President

I hope everyone enjoyed a wonderful holiday season. It is hard to believe this fiscal year is already half over. We have three events planned for the remainder of this year.

Our next chapter meeting is scheduled for January 28, and will be held at the Greenville County Law Enforcement Center. Our featured speaker is David Wood, HIPAA consultant and he will be discussing the Federal HIPAA Privacy rule. For complete registration information, please see the enclosed insert on this workshop. Please join us for a most timely and interesting topic, delicious meals, and door prizes.

As you are aware, ARMA Headquarters is sponsoring a Memberfest Event. Details are available at <http://www.arma.org/memberfest/recruitment.cfm>. I would like to challenge each of our members to recruit one person during the next six months. I am sure many of you are in a position to share the knowledge of Records and Information Management to others in your field of expertise. We have special Memberfest applications for joining ARMA during this time. Please contact me for one of these special applications or you can complete the form on the ARMA website at <http://www.arma.org/membership/memberfestapp.cfm>.

Jinny Moran

Meals on Wheels Fundraiser Ongoing

Your help needed for continued success!

Due to the overwhelming response last month with our Fundraiser Event for Meals on Wheels, we will continue this event for the next few months. We have raised \$225.00 to date for this worthy cause.

Meals on Wheels of Greenville is known for providing hot, nutritious meals to frail, elderly, isolated and incapacitated individuals residing in Greenville. They do not receive funding from the government or the United Way. Financial support for this wonderful organization is funded by volunteer donations and your helping hand.

We encourage all our members to participate in this campaign by pre-selling Krispy Kreme donut certificates that the purchaser can redeem for one dozen original glazed doughnuts in the future (includes fresh glazed, hot doughnuts during specific hours). This fundraising event provides a 50% profit and all proceeds will be donated to this worthwhile organization. Marce Zaragoza and Jinny Moran will continue to coordinate this event.

Please contact jmoran@greenvillecounty.org or mzaragoza@greenvillecounty.org reference participation and/or supporting this event by purchasing some certificates.

—Jinny Moran

Freedom of Information Act presentation well-received

The Greenville Area Chapter was fortunate to welcome Jay Tothacer as the speaker for our November gathering. Jay is the attorney for Greenville County and is an expert on Freedom of Information Act (FOIA) policies and their application.

While this presentation was particularly useful for providers and maintainers of public records, citizens in attendance also



found the information beneficial. All attendees received valuable handouts outlining Jay's talk, as well as additional information on the South Carolina Family Privacy

Protection Act of 2002, which establishes the state policy regarding the use and dissemination of personal information, especially in regard to its use for commercial solicitation purposes.

Following are some comments we received from attendees on the November workshop:

"I really enjoyed the seminar, and learned some things I did not know. I found the books and handouts very helpful, and the material was well presented. The books make it easy to look up info or any questions one might have. Jay made the material easy to understand, and is a good speaker."

Captain Jackie Kellett
Forensics
Greenville County

"I thought that the class was informative and it also gave me a more in depth knowledge of the Freedom of Information Act. My job primarily consists of researching and responding to Freedom of Information requests so I found this seminar to be helpful."

Jessica Jordan
Codes Enforcement
Greenville County

"I very much enjoyed the talk by Jay Tothacer. As an ordinary citizen not involved in the local government, the topic was good information to learn. I wish more everyday citizens were informed, and I plan to make a brief presentation to my co-workers regarding FOIA."

Janice Bowens
Hayssen, Inc.
Duncan, SC

—Marce Zaragoza

Web resources

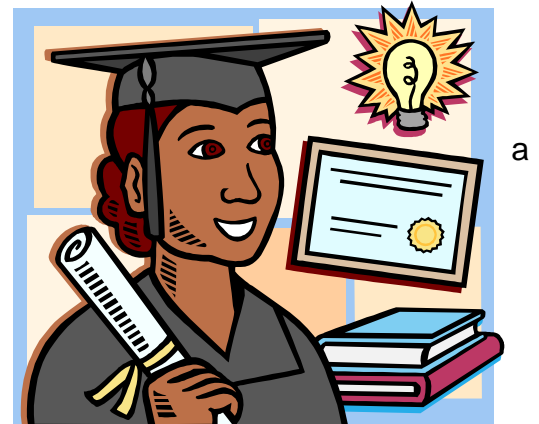
- SCDHEC Freedom of Information Office: <http://www.scdhec.net/co/FOI/foirules.htm>
- An Overview of the South Carolina Freedom of Information Act: www.scpres.org/foia/foiaover.html
- City of Myrtle Beach Local Government Page: www.cityofmyrtlebeach.com/infoact.html
- South Carolina Freedom of Information Resources: www.reporters.net/nfoic/web/resource/southcar/southcar.htm
- State and National Freedom of Information Resources: www.reporters.net/nfoic/web/Default.htm
- ACLU Freedom Network: Using the Freedom of Information Act: www.aclu.org/library/foia/html
- Student Press Law Center: <http://www.splc.org/foiletter.asp>
- SC Legislature Online — FOI State Code Sections: <http://www.lpittr.state.sc.us/code/t30c004.htm>

Time to Apply for Greenville ARMA Scholarship

The Greenville Area Chapter of ARMA International annually awards a small scholarship to an active member of the Chapter or to a child of an active Chapter member. The amount of the award varies from year to year.

Eligibility requirements:

1. The applicant must be a member of good standing in the Greenville Area ARMA Chapter, or be the child of current member in good standing.
2. The member must have attended at least 3 meetings of the Greenville Chapter within the current year (July 1—June 30).
3. The Scholarship Application must be completed and returned before the deadline.
4. The applicant must be:
 - currently enrolled in an institution of higher learning, or
 - approved for enrollment in the next traditional enrollment period, or
 - enrolled in a professional advancement certificate or diploma program.

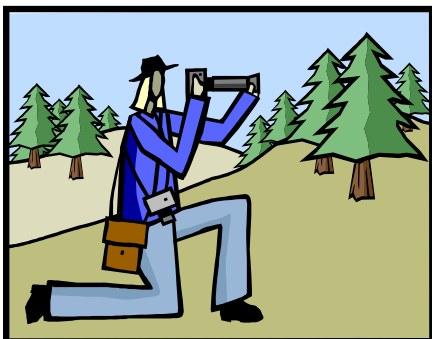


The scholarship is awarded at the last regular ARMA meeting in the spring.

To apply, please fill out and mail the application form which appears on page 8 of the newsletter. Questions should be addressed to Lucy Quinn, Chair of the Education Committee. Questions concerning possible exceptions to these regulations should be made in writing and e-mailed to Lucy Quinn (quinnlb@wofford.edu). Upon review the Education Chair may make a recommendation for approved to the Board.

—Lucy Quinn

Upstate Photos Needed!



Help us show the world what a beautiful area we live in! We are looking for photographs of different areas and attractions of the Upstate region to feature on the Greenville Area ARMA Chapter website. If you have photos you'd like to share, or if you'd like to go out and flex your artistic muscles through photography, please send us your artistry! Digital photographs may be sent via email to mzaragoza@greenvillecounty.org. Snapshots should be mailed to Marce Zaragoza, Greenville County Records Division, 4 McGee Street Suite 119, Greenville, SC 29601. Snapshots will be returned, but neither the Chapter nor the website manager will be held responsible for loss or damage. As always, please send suggestions for the website or the newsletter to Marce Zaragoza.

**GREENVILLE AREA CHAPTER ARMA INTERNATIONAL
SCHOLARSHIP APPLICATION**

Full Name _____

Home Address _____

Telephone Number (Day) _____ (Evening) _____

Business Address _____

Are you a member in good standing of the Greenville Area Chapter of ARMA International?

If the applicant is an ARMA member's child, list the child's full name _____

Is the applicant currently enrolled in school? _____ If so, where

Name of program/degree/type of training applicant is seeking _____

If applicant is not currently enrolled, has the applicant been accepted for admission in the next traditional enrollment period? _____

Name of institution where applicant will be enrolled in the fall semester

If the person being nominated is not an ARMA member or child of an ARMA a member, please explain why the person is being nominated and should be considered for the ARMA scholarship on the reverse side of this form.

This form must be completed and returned no later than April 15, 2003 to:

Lucy Quinn, Registrar
Wofford College
429 N. Church Street
Spartanburg, SC 29303-3663

HIPAA

Compliance Workshop

THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

calls for compliance by April 2003. Is your organization prepared?

Please join us for an informative session with HIPAA expert David S. Wood. This workshop will include:

UNDERSTANDING THE STEPS TO HIPAA COMPLIANCE:

- Selection of compliance officer and team
- Conducting a gap or risk analysis
- Staff awareness training
- Conducting periodic audits

UNDERSTANDING THE THREE COMPONENTS OF HIPAA

- Security of Protected Health Information (PHI), including guidelines for the protection and retrieval of media, archiving and destruction
- Privacy of PHI, identifying the risks involved including auditory and visual disclosures without authorization, electronic transmission, and limiting employee access
- Standards for transmission of PHI

DAVID S. WOOD, B.S.

is the President of PHI Consulting Associates located in Chapel Hill, NC. PHI specializes in privacy and security of health information systems.

Trained as an educator, David Wood obtained his BS degree and has completed required course work for a Master's Degree in Educational Technology at East Tennessee State University.

Mr. Wood has held various positions within the records management industry including three decades with 3M Companies Micrographics Sector and Xerox Corporation's Document Systems Division. Most recently, Mr. Wood served as Vice President for Product Development with Starpoint Global Services, a large records management company headquartered in Chapel Hill, NC.

Mr. Wood has published articles in the professional journals of the Association for Information and Image Management, North Carolina Association of Pharmacists as well as producing documentaries for Iowa Public Television. Mr. Wood is currently under contract to teach continuing education courses for UNC School of Pharmacy and Campbell University.



JANUARY 28, 2003
8:30 a.m.—2:30 p.m.
Greenville County
Law Enforcement Center
Training Room

Contact: Marce Zaragoza
Phone: 864-467-5202
mzaragoza@greenvillecounty.org

Cost: \$35 members
\$45 non-members
Includes breakfast,
lunch and handouts

3 or more from the same
organization receive member rate

To register, please complete and send the registration form which appears on the next page.

HIPAA

Compliance Workshop

REGISTRATION FORM

ORGANIZATION: _____

MEMBER RATE: \$35
(3 OR MORE ATTENDEES
PAY MEMBER RATE)

ATTENDEES:
1. _____
2. _____
3. _____
4. _____

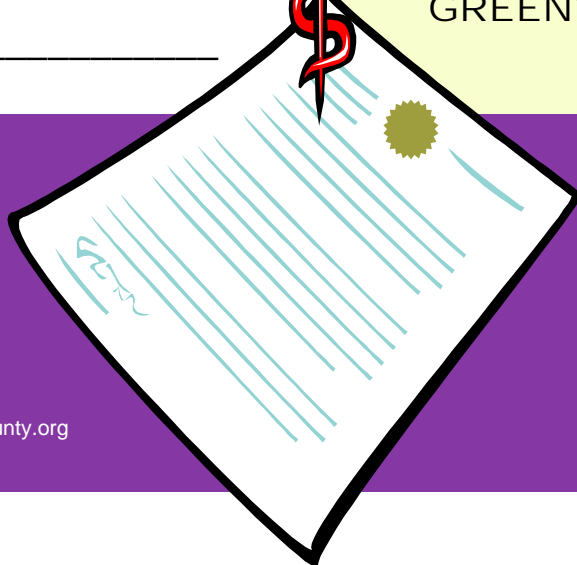
NON-MEMBER RATE: \$45

AMOUNT ENCLOSED:
\$ _____

(please make check payable to
"Greenville ARMA")

ADDRESS: _____

SEND TO:
GREENVILLE ARMA
P.O. BOX 61
GREENVILLE, SC 29602



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8:30 a.m.—2:30 p.m.
Greenville County
Law Enforcement Center
Training Room

Contact: Marce Zaragoza
Phone: 864-467-5202
mzaragoza@greenvillecounty.org

Holiday Event was "Fantastic"

On December 3, 2002, our members and their guests were treated to an enjoyable evening at the Greenville Country Club.

We began the evening participating in an interactive presentation by Dr. Mike Collins, motivational speaker. Mike gave us a timely reminder that "Life Can Be Fantastic" by striving for a balance in the seven goal areas of one's life. Included in the handouts were worksheets designed to help attendees determine which life areas were in need of adjustment to bring one's life into balance. Mike also made the group aware of "energy drains" and how to look for energy sources at work and elsewhere to counteract those drains.



Lillie Foster-Griffin, Mike Collins and Marce Zaragoza

Words of Wisdom from Mike Collins

Keep your *thoughts* positive
because thoughts become words
Keep your *words* positive
because words become actions
Keep your *actions* positive
because actions become habits
Keep your *habits* positive
because habits are your destiny

—*Author unknown*



Members and guests follow along.

Dinner consisted of a salad with mandarin orange sections and pecans, tender chicken in a dark mushroom sauce, fresh green beans and baby carrots. Following a dessert of crème brulee with fresh berries, names were drawn for door prizes. An assortment of boxed chocolates were provided by the chapter. A special thank you goes to Winn-Dixie for providing a gift certificate. Everyone who attended received a potted poinsettia plant from the centerpiece to take home.

The company of friends, a thought-provoking message, and fabulous food, amid the most gorgeously festive décor of the Country Club, were just the right mix to get the holiday season off to a wonderful start.

—*Marce Zaragoza*
photos by *Jinny Moran*



Mike Collins and Carol Barnwell

Board Meeting Highlights

Your Board of Directors has been hard at work providing educational programs and networking opportunities for you, our members. We encourage you to join us at our meetings, which are held the second Tuesday of each month at 8:30 a.m. Your opinions are important to us, and we welcome you to voice them at an upcoming meeting.

Following are summaries of some motions and discussions from recent board meetings:

- Membership has declined, but one member whose membership had expired is in the process of renewing, and Jinny Moran has been in contact with a vendor who intends to join in the near future.
- Jinny Moran reviewed the list of ARMA members who have not affiliated with a chapter. She identified two people in our area; she plans to ask both to join our chapter.
- Discussion was held regarding ARMA International's current approach to membership fees. Jinny Moran will formulate a recommendation on behalf of the Chapter through ARMA Member Services.

—Marce Zaragoza

Treasurer's Report

The summary of the treasury for the Greenville Area Chapter of ARMA as of the January 2003 board meeting is as follows:.



Expenditures:	\$ 158.65
Revenue:	\$ 0.00
Checking Balance:	\$ 1,884.65
CD Balance:	\$ 2,668.00
End Balance:	\$ 4,815.65

Friendly Reminder

Refunds cannot be given to those who register for, but do not attend, a chapter event. If you find you cannot attend an event for which you have already registered, you are encouraged to send a substitute. Your understanding of this chapter policy is appreciated!

SC Archives and History Foundation: Upcoming Workshops

The South Carolina Archives and History Foundation has the following workshops remaining in its 2002-2003 workshop series. For further information, please contact Bill Henry at henry@scdah.state.sc.us or 803.896.6137.

Preserving and Providing Long-Term Access to Archival Electronic Records (Basic)

April 2003, Columbia, SC

Tom Ruller, New York State Education Department

Preserving and Providing Long-Term Access to Archival Electronic Records (Advanced)

May 2003, Columbia, SC

Anne Gilliland-Swetland, University of California at Los Angeles

CALENDAR OF EVENTS

2003

JANUARY 28

DAVID WOOD, HIPAA CONSULTANT

HIPAA Compliance Workshop
Health Insurance Portability and
Accountability Act of 1996

Please see details on page 6!

FEBRUARY 11

BOARD MEETING

8:30 A.M.

FLUOR DANIEL

ALL ARE WELCOME!!

MARCH 11

BOARD MEETING

8:30 A.M.

FLUOR DANIEL

ALL ARE WELCOME!!

APRIL 8

BOARD MEETING

(TIME AND LOCATION TBA)

MAY 13

BMW TOUR (TENTATIVE)

JUNE 10

CLEMSON UNIVERSITY

Tour of Special Collections and Records Management
Speakers: Mike Kohl, CRM, and Isaac Wallace
Clemson University Libraries

Optional attractions include the State Botanical Gardens
and the Clemson Student Union (Hendrix Center) for
agricultural products.



All members are welcome and encouraged to attend board meetings. On those days when we feature a speaker, board meetings will be held before or after the presentation.

Greenville Area ARMA Chapter Member Directory

Please keep this page in a handy place for easy reference should you need to contact a fellow member. For changes or additions, please contact Jinny Moran.

Carole E. Barnwell
Fluor Daniel
864.281.4825
carole.barnwell@fluor.com

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kevin.p.hutchens@lmco.com

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lsawyer@wwabtec.com

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*ARMA International
Greenville Area Chapter*

P.O. Box 61
Greenville, SC 29602

Phone: 864.467.5211
Fax: 864.467.5113
Email: jmoran@greenvillecounty.org

WE'RE ON THE WEB!
WWW.ARMAMAR.ORG/GA

ARMA International is a not-for-profit association serving more than 10,000 information management professionals in the United States, Canada, and over 30 other nations.

ARMA International members include records and information managers, archivists, corporate librarians, imaging specialists, legal professionals, knowledge managers, consultants, and educators.

At ARMA International, we recognize that information is a vital asset of every organization. Our vision is to provide leadership in education, research and networking for the benefit of information professionals.

Membership in the Greenville Area Chapter of ARMA is open to anyone in the South Carolina Upstate looking to broaden their knowledge and contacts in the information management field.

Membership information is available at www.arma.org

*An ARMA Member's
New Year's Resolutions*



- I will be available if asked to participate.
- I will volunteer before I am asked.
- I will attend all meetings.
- I will ask a friend to a meeting.
- I will make suggestions for program topics.
- I will offer constructive criticism to better the Chapter.
- I will ask for assistance if I have a particular problem.
- I will share information/resources if I can help someone else.
- I will advertise Chapter activities.
- I will attend Leadership Conferences.
- I will attend the International Conventions.
- I will contribute to the Chapter's library.
- I will participate in all Chapter activities.
- I will keep these resolutions and benefit from my ARMA experience.

—Lucy Quinn