

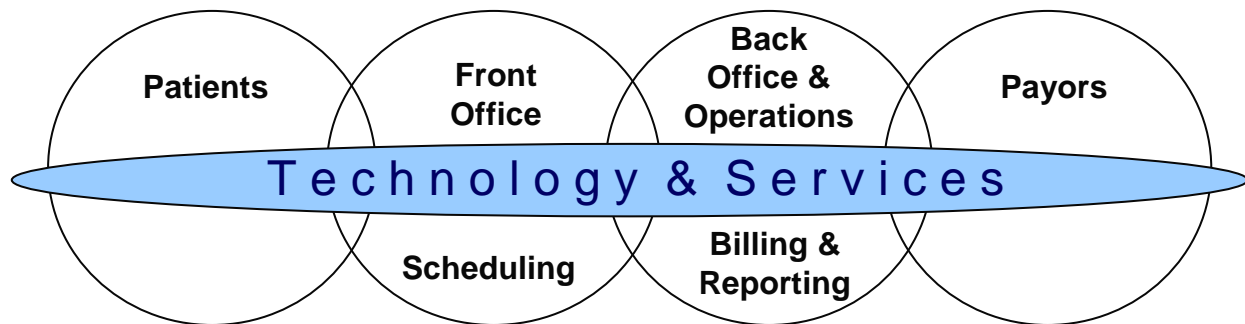
## Practice Management Technology Audit



IST provides technology consulting and maintenance services that are focused on your medical practice needs. A Practice Management Technology Audit will assess your organizations technology & security needs as well as technology & security requirements related to HIPAA.

The focus of this service is to simplify the process for your assigned administrator to maintain your technology and the security for your workforce. This audit will enable your practice administrator to avoid the loss of time and capital on inappropriate (and costly) solutions and professionally align technology to business objectives and HIPAA requirements for all departments as shown below.

### Front/Back Office Integration



This audit is not a comprehensive HIPAA audit; it is designed for health and medical practices that need specific help to address technology needs and the safeguards below.

#### Physical Safeguards Addressed:

- Facility and infrastructure access controls
- Server, Workstation, Laptop, & Data Storage security
- Electronic media/device controls

#### Technical Safeguards Addressed:

- Authentication & access controls
- Data integrity and disaster recovery
- Electronic transmission security (network protocols & encryption)

#### Administrative Safeguards Addressed:

- Technology security management processes
- Development of technology security policies
- Technology incident response / security awareness & training



## *Practice Management Technology Audit*

This audit covers (but is not limited to) the following technologies:

- Workstations, laptops, tablets, and servers
- Printers, Scanners, Copiers, and Faxes as well as Multifunction machines
- Client & server data security
- Physical security of technology equipment
- Security of network infrastructure (wired and wireless)
- Data backup and recovery options
- \*Software & licensing
- EHR / EMR Software (security settings / access controls)

### Deliverables

Equipment and primary\* software application inventory:

- Computers, internal peripherals and primary\* software applications
- Servers, internal peripherals and primary\* software applications
- Network infrastructure (wired and wireless)
- Printers, Scanners, Copiers, and Faxes as well as Multifunction machines
- Telephone System

Equipment and primary \*software application analysis:

- Equipment and primary\* software applications
- Costs to upgrade and/or replace hardware and software listed in inventory (if needed)

Report of findings and services to remedy performance issues and data integration problems for:

- Workstations, Laptops, Tablets, and Servers
- Internet and Internet access
- Network and networking components (wired & wireless)

Recommendations of technology and services to achieve the following (where applicable):

- Leverage more of your existing technologies
- Develop significant competitive advantages
- Improve information management to support decision making processes
- Increase the efficiency of overall business processes and operations
- Decrease time to market
- Increase effectiveness of information
- Determine a clear path to a cost-effective software and hardware transition
- Data backup and recovery

This information will be a critical resource to maintain your technology infrastructure, especially for business insurance purposes and the management of them by non-technical staff or management.

\*= *Operating systems and business suites.*