

MyDentalChannel Study Guide for **The GOLD Practice Network**



How to Plug In & Profit With the New Study Group



GOLD Practice Network Study Guide



Your Disaster Management Plan With Marianne Harper

[Special Excerpt](#)

[For the complete article, please visit Dental Economics](#)

Dental practices can and should be prepared now with a disaster contingency plan. In preparing your office for HIPAA compliance, you will be required to have just such a contingency plan in writing.

"The HIPAA Security Rule 164.308(a)(7)(i) identifies Contingency Plan as a standard under Administrative Safeguards. Contingency Planning means the overall process of developing an approved set of arrangements and procedures to ensure your business can respond to a disaster and resume its critical business functions within a required time frame objective. The primary objective is to reduce the level of risk and cost to you and the impact on your staff, customers, and suppliers."

- **Preparation for disaster**

Preparation is undoubtedly the most important aspect of the contingency plan. Without preparation there is no plan, and no plan will leave you lost and without resources to resume your practice in a reasonable period of time. The preparation phase will mitigate the risks, and it will need to involve the following:

HIPAA's ruling on this states, "Should a covered entity experience loss of EPHI via portable media, the entity's security incident procedures must specify the actions workforce members must take to manage harmful effects of the loss. Procedures may include securing and preserving evidence;

managing the harmful effects of improper use or disclosure; and notification to affected parties." You will be obligated to report the loss to all patients who are in your database, and the cost of this would be considerable.

- **Contingency plan**
- **Assessment**
- **Notification**

Notification is the next step in the plan. The doctor will notify the staff of the results of the assessment. A meeting will need to be scheduled either at the site of the practice or at the designated alternate location. Employees will be instructed to perform their assigned duties...

- **Paper file recovery**

Paper file recovery is essential, if possible. Try to separate the legible from illegible files. Dry out all possible records. Do not destroy any patient records; rather, store the ones that will not be usable in sealed bags and keep them for at least three years for patient protection. Dry out, if possible, all accounting records and calendars.

- **Alternate location**

Your plan for choosing an alternate location needs to include many steps.

- **Resumption of business**

The final step involves deciding whether to return to the original practice location or not. Once this decision has been made, patients will need to be informed.

Marianne Harper is the owner of The Art of Practice Management. Her areas of expertise are revenue and collection systems, front-desk systems, and dental-medical cross-coding. She is a well-respected speaker nationally, has been published in dental journals, and is the author of "CrossWalking ? A Guide Through the CrossWalk of Dental to Medical Coding." Harper is a member of The Academy of Dental Management Consultants and the Speaking Consulting Network. Her Web site is www.artofpracticemanagement.com.

References available upon request.

[For the complete article, please visit Dental Economics](#)

Step 1 - MY PAGE: How to Connect With GOLD Practice Members & Save Your Favorite Experts

My Dental Channel
GOLD Practice Network

Improve your practice, improve your life

Main Invite **My Page** Library GOLD Network Calendar Practice Q&A

Welcome, John Buza!

My Videos Edit

John Buza
Santa Rosa, CA
United States
Change [My Photo](#) or [Theme](#)
[Share](#)
[Add Applications](#)
[Applications](#)
[GOLD Experts](#)
[Groups](#)

My Videos Edit

Bete Johnson and My Dental Channel
How to Get the Most Out of CareCredit

[CareCredit and Bete Johnson](#)
Added by [John Buza](#)

[+ Add Videos](#) [View All](#)

Latest Activity Edit

You added a video [CareCredit and Bete Johnson](#) Jan 26

My Videos Edit

Bete Johnson and My Dental Channel
How to Get the Most Out of CareCredit

John Buza
Sign Out
Inbox
Alerts
Friends - Invite
Settings
Quick Add...

About MyDentalChannel

[MyDentalChannel Support](#) created this social network on [Ning](#).

[Create your own social network!](#)

MyDentalChannel Latest Updates

[Team Huddle Motivation for the Week](#)

Put all your favorite Videos, audios, and Expert documents on your page. Each time you discover a new lesson, you can save it to My Page making it easier to find later.

Discover the latest activity and news here.

You can change your photo, check out GOLD Experts for all the content and education, and find Groups here.

There's more as you get comfortable, for now start simple and have fun as you learn the power of the GOLD Practice Network.



**Why Create Average Results
When You Can Unleash
Your GOLD Practice?**



<http://www.mydentalchannel.com/now>

Discover the New Digital Study Group, the GOLD Practice Network:

 [Click here to visit:](#) Limited Seating Available

*"As a dentist for over 20 years, I have never seen the market shift so rapidly. Now, when you most need help and advice, who has the time to travel to seminars? That's why I created **the Digital Study Group -- GOLD -- combining new, continuing education with the tradition of the Study Group.**"* John Buzza, DDS

Sound interesting? Wait till you see it in action!

Called the GOLD Practice Network, this Digital Study Group will enable you to keep up to date without having to travel. I invite you to be one of the select, "first on board" to get the power and profits this Group will help you achieve.

Here's why the GOLD Practice Network study group will be critical to your business survival:

- The Study Group model is successful; you need to interact with other Experts and Dentists, and DO NOT have to be limited to where you live.
- With the GOLD Practice Network, you and your team don't even have to leave town. You can ask questions and learn at your convenience, using just a computer and a phone.
- Limited Seating is available so we can keep this small enough to help you, and large enough to share access with Experts and Dentists from around the country.
- Learn more: <http://www.mydentalchannel.com/now>