



Don't Face the **HIPAA** Challenge Alone

Our HIPAA Team

Jay Ter Louw

Jay Ter Louw is a Senior Account Manager at Brandt Information Services, Inc. (BISI), specializing in HIPAA compliance, Medicaid, and MITA. Jay came to BISI from the Florida Agency for Health Care Administration (AHCA), where he was Bureau Chief of Medicaid Contract Management. At AHCA, Jay participated in early planning for HIPAA before the rules became final. He is now preparing his customers for MITA.

At BISI, Jay has managed HIPAA compliance projects for the State of Indiana Medicaid program, the Florida Department of Corrections, the Florida Agency for Health Care Administration, Broward County, Polk County, and Hillsborough County, Florida. For each HIPAA project, Jay and the BISI team assessed the needs for compliance; formulated remediation strategies including security and transaction codes; developed HIPAA notices, forms, policies and procedures; and designed training materials. Each of Jay's clients achieved compliance with the Privacy Rule by the deadline of April 14, 2003.

Linda Nelson

Linda Nelson has over twenty-five years of public sector leadership and administrative experience in education, public policy, information technology, telecommunications, and public health. Her key focus areas include regulatory/deregulatory interests, governmental and political subdivisions, and academic and health care communities. Linda's specific skills include: infrastructure development; HIPAA privacy, security and public safety strategic planning and implementation; local, state, national, and enterprise information technology and telecommunications planning and administration; and academic and health care program, policy, curriculum and training development and oversight. Administratively, Linda has served more than twelve years in senior executive and Chief Information Officer positions working directly with elected officials, industry executives, regulatory agencies, and public sector reporting and accountability entities.

As Chief Information Officer (CIO) and senior manager, Linda Nelson has vast experience fostering strategic public/private partnerships where diverse stakeholders realize tangible results through defined project deliverables, increased functionality, information access, and new market opportunities. Customers have enjoyed improved return on investment and growth potential and reduced total cost of ownership through integration, consolidation, and reuse/multi-use capabilities.

Linda has also been involved in the Health Insurance Portability and Accountability Act (HIPAA) Compliance initiative since joining Brandt Information Services, Inc. (BISI). She has served as primary consultant and project manager for the HIPAA compliance initiatives of Hillsborough and Polk Counties working with BISI and customer teams. Linda has provided analysis and consulting in product development, served as a subject matter expert to private industry, and developed compliance monitoring tools to assist customers in their ongoing efforts to meet the vast HIPAA Privacy, Security, and Electronic Transactions requirements. Prior to joining BISI, Linda was involved in the HIPAA initiatives through state government and the activities of various CIO associations.

Linda chaired the State of Florida Public Health Information Systems Council, serving to coordinate the Health-related agencies, associations, and local council members' HIPAA compliance efforts; sat as a Florida Department of Health HIPAA Task Force member and Chair of the Security sub-committee; reviewed contracts for HIPAA compliance; represented the state on HIPAA technology issues; continually advised state executives on HIPAA compliance initiatives; presented to the state legislature on the fiscal impact of HIPAA compliance; developed HIPAA Security Assessment tools; worked with industry leaders on HIPAA migration strategies; and oversaw the upgrade of the state telecommunications and health intranet infrastructures to meet (then) proposed HIPAA Security standards.

Linda has developed such HIPAA compliance tools as Privacy Officer job descriptions, Notices of Privacy Practices, Policies and Procedures, Compliance Project Plans, forms, tracking mechanisms, training programs, and staffing plans. She continues to be available to current and prior customers when

questions of compliance arise in matters as diverse as policy, education and training, technical, and business process analysis and reengineering.

Michael Kyvik

Michael Kyvik is the Product Manager for HIPAAClickAndComply.com. He directs development the HIPAAClickAndComply (HCC) product line, and authored major portions of the HCC Policies and Procedures manual, forms and training after long analysis of HIPAA rules.

Mike has eight years of experience as a former Technology Administrator and Chief Financial Officer for the Florida State Technology Office, where he guided development of, and provided business management for, data center and communications services. He defined services, assessed marketability, established partners, and managed resources. Mike also initiated development of the State Enterprise Helpdesk and designed change management policies.

As the Chief Financial Officer for the Florida State Technology Office, Mike supervised budgeting, accounting, and purchasing for the \$140 million annual budget. He directed price setting and invoicing for a wide range of data center and communications services, administered proper fiscal policies, directed development of Enterprise business planning to establish government-wide goals and methods for the State of Florida, and is an expert in Information Technology cost allocation and cost recovery.

Susan Melkonian

Susan Melkonian has nineteen years of information technology experience, including nine years of leadership responsibility: six years as a senior manager, and three years as a supervisor and project manager. She has served as the Chief Information Officer for the Florida Department of Elder Affairs. Her experience includes thirteen years with health related systems in state government: seven with the client information systems for the Department of Elder Affairs and six with the Medicaid system. Susan also is an effective writer and meeting facilitator. For the past year, she has applied her technical and health care expertise to providing Health Insurance Portability and Accountability Act (HIPAA) consulting support to BISI's customers.

Susan recently served as the lead consultant for the Florida Agency for Health Care Administration to review, plan and implement HIPAA compliance for the non-Medicaid portions of the agency and as the lead consultant for the Department of Corrections on their HIPAA Remediation Project. Susan also assists with the Broward County and Hillsborough County, Florida, and State of Indiana Office of Medicaid Planning and Policy HIPAA Remediation Projects. Her responsibilities include researching current state laws, assessing programs for HIPAA impact, developing remediation strategies and project plans, and preparing status reports for HIPAA compliance.