



# HIPAA Audit Program Guide added to Sensitive Information Policy Template by Janco

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*Janco has just released version 2.0 of its Sensitive Information Policy template which includes its HIPAA Audit Program Guide.*

PR9.NET February 02, 2007 - Park City, UT - Janco Associates, Inc. announced the release of its Sensitive Information Policy Template with its HIPAA Audit Program Guide. Victor Janulaitis the CEO of Janco said, "All enterprises that deal with health care and health insurance data are mandated to comply with the Health Insurance Portability and Accountability Act (HIPAA), which requires tighten network security and the implementation of IT best practices. Non-compliance to this ordinance can result in fines and even prison terms, so compliance is on the minds f IT manager everywhere."

The Sensitive Information Policy Template includes a detailed Policy statement with specific guidelines for treatment all personal information including credit card data, security considerations, and a copy of Janco's exclusive HIPAA audit Program Guide. This template can be purchased on its own and is included as part of Janco's Security Manual Template which is HIPAA, Sarbanes-Oxley, and ISO 17799 compliant.

Janco also has updated sections of its IT Service Management (ITSM). ITSM is defined as part of a rapidly accepted standard of best practices known as IT Infrastructure Library (ITIL). The IT Service Management template joins the IT Productivity Center's CIO and IT Productivity series of tools and templates which include their popular Sarbanes Oxley Compliance Resource Kit and Disaster Recovery Plan Template. The ITSM update can be found at <http://www.e-janco.com/itsm.htm>

Janulaitis said "IT infrastructure productivity is the core of our firm's practice. We have created a set of tools to improve the productivity and quality of service provided by the IT function. With the IT Service Management Template and our Sarbanes Oxley Compliance Resource Kit enterprises of all sizes can quickly implement best practices." In addition he said. "... the IT Service Management template is now included in the CIO Productivity Bundle." The CIO Productivity Bundle, which is Sarbanes-Oxley compliant, can be found at [http://www.e-janco.com/offer\\_cio.htm](http://www.e-janco.com/offer_cio.htm).

The IT Service Management Template contains policies, standards, procedures and metrics for Change Control, Help Desk and Service Request processing. The ITSM Template also contains the IT Productivity Center's Business and IT Impact Questionnaire, a Change Control Request Form and an Internet Use Approval Form. The template comes as a word document which can be used as a template to create customized procedures for any size enterprise.

The Sarbanes-Oxley Compliance Resource Kit (<http://www.e-janco.com/SOX.htm>) which was released in January now has a Platinum Edition which contains the IT Service Management Template.

Janco also announced the activation of its new promotional web site [www.cto-toolkits.com](http://www.cto-toolkits.com). The site provides special offers for productivity tools for the Chief Technology Officer.

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## About Janco

Janco Associates Inc is a leading provider of online products and services for Information Technology. Janco's clients include over 200 of the Fortune 500.

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