

Insurance Billing Forms

Personnel Forms

Spread THE Health

Influenza (the flu) is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death.

Got the Flu? Now What?

Feeling under the weather? You may have the flu, a common respiratory illness caused by influenza viruses. Symptoms include:

- Fever or chills
- Cough or sore throat
- Muscle or joint aches
- Headache
- Fatigue
- Loss of appetite

Who's at Risk? People in this group are most at risk for complications:

- Young children
- Pregnant women
- People with chronic medical conditions such as asthma, diabetes or heart and lung disease
- People 65 years and older

Did You Know? Flu activity most commonly peaks in the U.S. in January or February.

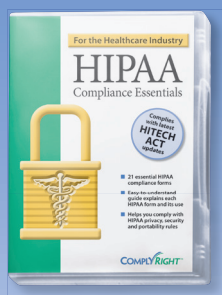
Check for:

- Flu in the community: recent activity will make it more likely to spread.
- Flu in the workplace: recent activity will make it more likely to spread.
- Flu in the home: recent activity will make it more likely to spread.

6 STEPS for Sanitary Hand Washing

- WET HANDS
- SOAP FOR 20 SECONDS
- SCrub your palms, fingers, back of hand and wrists
- RINSE THOROUGHLY
- TOWEL DRY
- Touchless: Toss with TOWEL AND UTENSIL

Patient Communications



HIPAA Tools

Smart Compliance Solutions to Manage your Medical Office



COMPUTER BUSINESS FORMS, INC.

CBF GRAPHICS GROUP

(Founded 1963)

Contact Our Customer Service Staff At:
T: 516.876.2230 • F: 516.876.7948
Nationwide: 800.223.7404
Email: staff@cbfgraphics.com

Claim Forms

Satisfy recordkeeping requirements with CMS-1500 Health Insurance Claim Forms

... for use by all medical facilities

Per federal regulations, all healthcare providers must use the CMS-1500 Form for specific types of billing. The CMS-1500 accommodates reporting of the National Provider Identifier, which must be used by all HIPAA-covered entities.

- Printed with OCR "dropout" red ink on 20# paper, as per government regulations
- Available in continuous, laser and snap-apart

CMS-1500 Laser-Cut Sheets and Continuous Forms

Item #	Item Description	Paper/Sequence	Quantity Per Case
CMSLC250	Laser-Cut Sheet (08/05)	20# (W)	250
CMSLC500	Laser-Cut Sheet (08/05)	20# (W)	500
CMSLC	Laser-Cut Sheet (08/05)	20# (W)	2,500
CMS1	1-Part Continuous (08/05)	20# (W)	2,500
CMS2	2-Part Continuous (08/05)	Carbonless (W/C)	1,000
CMSW2	2-Part Continuous (08/05)	Carbonless (W/W)	1,000
CMS3	3-Part Continuous (08/05)	Carbonless (W/C/P)	1,000

Paper/Sequence (W) White (C) Canary (P) Pink

CMS-1500 Blown-On Self-Imaging Labels – Continuous

Item #	Item Description	Paper/Sequence	Quantity Per Case
CMS1B	1-Part w/Label (08/05)	20# (W)	1,000
CMS2B	2-Part w/Label (08/05)	Carbonless (W/C)	1,000

Paper/Sequence (W) White (C) Canary (P) Pink

CMS-1500 2-Part Snap-Apart Form

Item #	Item Description	Paper/Sequence	Quantity Per Case
CMSS	2-Part (08/05)	Carbonless (W/C)	500

Paper/Sequence (W) White (C) Canary

Eliminate errors with the CMS-1500 Self-Audit Template

Lay this handy template over each CMS form to alleviate confusion and errors.

- Assists with reporting of the National Provider Identifier, which must be used by all HIPAA-covered entities
- Helps ensure forms are filled out correctly and completely

CMS-1500 Self-Audit Template

Item # CMS1500SAT

Template shown here with CMS-1500 form sold above.

Compliance is Critical

What makes a CMS-1500 or UB-04 form compliant?

A number of factors. For starters, these forms must adhere to strict printing standards that govern the layout, paper and ink. Each must have accurate content and must conform to the Health Insurance Portability and Accountability Act (HIPAA).

These billing forms were developed in conjunction with all the governing agencies, including the National Uniform Claim Committee, the National Uniform Billing Committee, the CMS Centers for Medicare and Medicaid Services, the Health and Human Services Agency and the American Hospital Association.

So you can be confident our forms are the most up-to-date and in full compliance with the law.

Reduce billing errors with UB-04 Health Insurance Claim Forms

... for use by hospitals and institutions

Designed for hospitals to file a medical claim with the patient's insurance carrier, Form UB-04 is printed with OCR "dropout" red ink on 20# paper.

- Available in both continuous and laser formats
- All parts printed on white carbonless stock

UB-04 Health Insurance Claim Forms (CMS-1450)

Item #	Item Description	Paper/Sequence	Quantity Per Case
UB04LC	UB-04 Laser-Cut Sheet	20# (W)	2,500
UB041	UB-04 1-Part Continuous	20# (W)	2,500
UB042	UB-04 2-Part Continuous	Carbonless (WW)	1,000
UB043	UB-04 3-Part Continuous	Carbonless (W/W/W)	1,000
UB044	UB-04 4-Part Continuous	Carbonless (W)	500
UB045	UB-04 5-Part Continuous	Carbonless (W)	500

Paper/Sequence (W) White

4

...authorize and direct payment of the dental benefits otherwise pay-
...dentist or dental entity.

Date _____

X _____
Subscriber signature

BILLING DENTIST OR DENTAL ENTITY (Leave blank if dentist or dental entity is not submitting claim on behalf of the patient or insured/ subscriber)

48. Name, Address, City, State, Zip Code _____

49. NPI _____ 50. License Number _____ 51. SSN or TIN _____

52. Phone Number () - _____ 52A. Additional Provider ID _____

American Dental Association
ADA Dental Claim Form - 401, 402, 403, 404

53. Vision _____
X _____ Signed (True)
54. NPI _____
56. Address, _____
57. Ph _____

Account # (assigned by Dental) _____
31. Fee _____

Paper/Sequence (W) White (C) Canary

Additional previous versions and compatible envelopes available upon request — 2004, 2000, 1994, 1990, 1987, and 1985.

Safely store patient documents, plus record key information and activity with our ComplyRight™ Orthodontic Case Analysis Envelo-File. Record key information right on the folder. Durable to sustain handling over time.

ComplyRight™ Orthodontic Case Analysis Envelo-File

Item # A1048

Send your practice's ADA claims and attending dentist's forms in convenient self-seal envelopes. Envelopes come with security tint to meet HIPAA guidelines.

ADA Self-Seal Window Envelopes		
Item #	Item Description	Quantity Per Case
2003ES	4 1/8" x 9" Version 2006 & 2004	500
2000ES	4" x 9" Version 2000	500
1994ES	4 1/2" x 9" Version 1994, 90, 87, 85	500

Send form electronically with the Speedy Claims CMS-1500 Software

This easy to use software offers many great features to allow you to fill in, print and even send your CMS-1500 forms electronically.

- Get paid faster with the ultimate in CMS-1500 software!
- Back up data quickly and easily with the built-in backup system
- **FREE** telephone support
- **FREE** updates

CMS-1500 Form Filler	
Item #	Item Description
CMSCDE	CD Disc
CMSFDE	Flash Drive

System requirements: Windows® 98 through Windows 7, 32 or 64 bit. 128 MB RAM. 100 MB hard drive, any processor above PII. Windows® 98 or higher.



Prevent processing delays with CMS-1500 and UB-04 Jumbo Envelopes

As more insurance companies convert to optically scanning your claim forms, the need to mail them unfolded becomes increasingly important. When claim forms are folded, they may jam the automatic scanning equipment and delay the processing of claims.

- Self-sealing window envelope holds up to 50 unfolded forms
- Prevent processing delays

Jumbo Window Envelopes		
Item #	Item Description	Quantity Per Case
1500LR	9" x 12½" Right Window CMS-1500	500
1500RS	9" x 12½" Right Window CMS-1500 No Wording	500
1492LL	9" x 12½" Left Window UB-04	500

Jumbo Envelopes can be ordered in smaller quantities of 100.



Choose from two styles of CMS-1500 Window Envelopes

Our traditional #10½ size envelope holds up to 12 claim forms.

- Available in either gum-seal or a self-seal style
- Must be ordered in case quantities

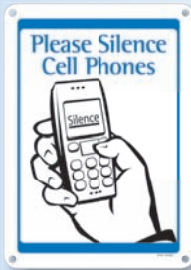
CMS-1500 Window Envelopes		
Item #	Item Description	Quantity Per Case
1500ES	4½" x 9½" Self Seal	500
1500E	4½" x 9½" Gum Seal	500



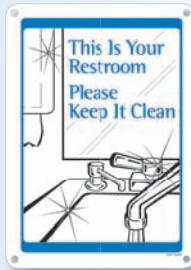
Office Communications



F2015
Size: 7" x 10"



F0228
Size: 7" x 10"



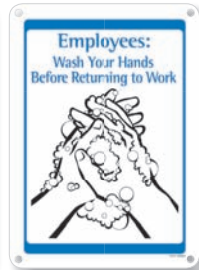
F0218
Size: 7" x 10"



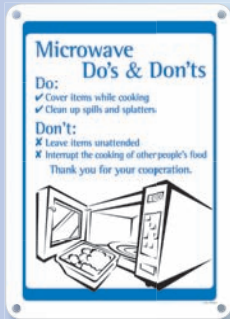
F1160
Size: 7" x 10"



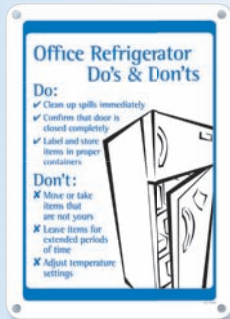
F0197
Size: 7" x 10"



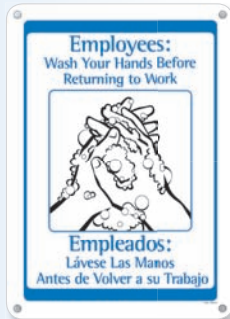
F0217
Size: 7" x 10"



F0405
Size: 10" x 14"



F0406
Size: 10" x 14"



F0394
Bilingual,
Size: 10" x 14"

Reinforce workplace rules

Office Etiquette Signs are an easy way to communicate basic rules of proper workplace behavior and address common workplace pet peeves, preventing inconsiderate office habits.

- Signs mount easily with predrilled holes or included adhesive tape
- Constructed of durable, easy-to-clean plastic

Office Etiquette Signs

See product for item #

As a courtesy to our staff and other patients, we reserve the right to reschedule your appointment if you are more than 15 minutes late.

F3005White • F3005Blue
F3005Black • F3005Red

Please notify receptionist of a change of address, phone number, or insurance coverage.

F3006White • F3006Blue
F3006Black • F3006Red

The greatest compliment our valued patients can give is the referral of family and friends.

F3004White • F3004Blue
F3004Black • F3004Red

During your visit, we kindly ask that you refrain from cell phone use.

F3009White • F3009Blue
F3009Black • F3009Red

Thank you for washing your hands.

F3001White • F3001Blue
F3001Black • F3001Red

We kindly ask you to refrain from eating or drinking during your visit.

F3002White • F3002Blue
F3002Black • F3002Red

Payments and co-pays are due at time of service. Thank you.

F3007White • F3007Blue
F3007Black • F3007Red

Please sign in. We will be with you momentarily.

F3008White • F3008Blue
F3008Black • F3008Red

Communicate important messages to patients

Keep patients informed of your office policies. These signs are an effective way to reinforce essential messages to your patients.

- All signs are 6" x 6" with rounded corners and made of durable vinyl
- Available in four color combinations

Patient Waiting Room Signs

See product for item #

Available in four color combinations.

Blue

Black

White

Red

Have a Healthier Heart Eat Smart



Heart-Smart Foods

- Fresh fruits and vegetables – if fresh is unavailable, choose frozen or canned vegetables and fruits in water without added sugars, saturated and trans fat or salt.
- Fat-free (skim) or low-fat (1%) milk.
- Fat-free, low-fat or reduced-fat cheeses.
- Egg whites or egg substitutes instead of egg yolks.
- Soft margarine with zero trans fats.
- Fish, including salmon.
- Choose- or select-grade cuts of red meat and pork labeled "lean" and "round."
- Light-meat chicken (breasts), skin yourself or buy skinless.
- Whole-grain, high-fiber breads, such as those containing whole wheat, oats, oatmeal, whole rye, whole-grain corn and buckwheat.

8 Steps for Maintaining a Healthy Heart and Lowering Blood Pressure

- 1 STOP SMOKING
- 2 EAT A HEALTHY DIET
- 3 REDUCE CHOLESTEROL
- 4 GET PLENTY OF REST
- 5 EXERCISE EVERY DAY
- 6 MANAGE DIABETES
- 7 REDUCE STRESS
- 8 LIMIT ALCOHOL

Did You Know?

Both cold and hot weather can affect your heart in different ways. Always wear weather-appropriate clothing. Avoid alcohol before leaving yourself (i.e., shoveling snow in the winter months, or gardening in the summer), and drink plenty of fluids to stay hydrated.

The Dangers of High Blood Pressure

High blood pressure can damage, scar and weaken your arteries – and that's just the beginning! Left untreated, uncontrolled hypertension also can lead to:

- STROKE
- KIDNEY DAMAGE
- VISION LOSS
- ERECTILE DYSFUNCTION
- MEMORY LOSS
- FLUID IN THE LUNGS
- ANGINA

Warning Signs of a Heart Attack

- Chest discomfort – uncomfortable pressure, squeezing, fullness or pain.
- Discomfort in other areas of the upper body, such as one or both arms, the back, neck, jaw or stomach.
- Shortness of breath with or without chest discomfort.
- Other signs may include breaking out in a cold sweat, nausea or lightheadedness.

What is Your Cholesterol Level?

Measured in milligrams per deciliter of blood (mg/dL):

- 200 mg/dL or lower: Lower risk of coronary heart disease.
- 200 mg/dL or higher: Raises your risk of coronary heart disease.
- 200 to 239 mg/dL: Borderline high.
- 240 mg/dL and above: High blood cholesterol – more than twice the risk of coronary heart disease.

The Good Cholesterol

HDL: High-Density Lipoprotein
Removes cholesterol from blood.

The Bad Cholesterol

LDL: Low-Density Lipoprotein
This cholesterol adds to plaque.

The Ugly Cholesterol

Triglycerides: a form of fat made in the body.

Total Cholesterol = LDL + HDL + Triglycerides

Heart Health – N1900

GET FIT Feel Great

MOVE IT!

There's no way around it: Your body needs physical activity. Doing your body just 30 to 60 minutes, 4-5 days a week, accomplishes quite a bit.

EXERCISE Boosts

- Mood
- Endorphins
- Brainpower
- Concentration
- Muscle Energy
- Metabolism
- Self-image

Drops

- Stress and anxiety
- Depression
- Body weight
- Heart disease
- Chance of cancer
- Fully healed
- Extra stress on bones/joints
- Blood pressure

Follow the Rainbow

Improving your diet can be as easy as adding more colors. The greater variety of colored fruits and vegetables you eat, the more nutrients you pack in. See what different colors deliver...

The Not-So-Secret Formula For Proper Body Weight

Forget the miracle diets, pills, supplements and celebrity-endorsed exercise equipment. How much you weigh comes down to a simple, unbreakable formula:

Eating more calories than you burn = weight gain

To lose weight you must reduce calories and increase physical activity.

Not sure about the size of one serving? Use this handy visual guide.

One Serving Size	One Serving Size
1 cup Pasta/Rice/Bread	1 cup Pasta/Rice/Bread
3 ounces Meat/Chicken/Fish	3 ounces Meat/Chicken/Fish
1/2 cup Fruits/Vegetables	1/2 cup Fruits/Vegetables
2 tablespoons Peanut Butter	2 tablespoons Peanut Butter
1 ounce Cheese	1 ounce Cheese

Red: Lycopene

- Can reduce risk of several types of cancer
- Protects cells from damage
- Example: apples, red cabbage, cranberries, red raspberries, pomegranates, tomatoes

Orange/Yellow: Beta-carotene

- Can reduce risk of cancer, heart disease
- Can improve immune system, healthy eyes
- Example: butternut squash, cantaloupe, carrots, mangoes, peaches, sweet potatoes

Green: Indoles, Folate

- Help protect against some types of cancer
- Help reduce risk of birth defects
- Example: asparagus, broccoli, kale, spinach, peas

Blue/Purple: Anthocyanins

- May help reduce risk of cancer, stroke and heart disease
- Linked with improved memory and healthy aging
- Example: blueberries, eggplant, figs, grapes, plums, raisins

White: Atheroprotective

- Can help lower cholesterol and blood pressure
- Can help reduce risk of stomach cancer, heart disease
- Example: bananas, cauliflower, garlic, mushrooms, onions, potatoes

Take the "Work" Out of Workout.

Physical activity doesn't have to mean tortures. Anything that makes you breathe a little harder than normal can be helpful. Try these less-painful alternatives:

- Bike riding
- Swimming
- Canoing
- Extra long dog walks
- Gardening
- Housecleaning
- Jumping rope
- Mail walking
- Parade
- Pillow fights
- Scuba diving
- Showering
- Tai Chi
- Tamponade jumping
- Walking
- Yard work

FIT FACTOR

Released during exercise, endorphins are natural opiate-like chemicals that flood the brain and give you a sense of euphoria.

If You Eat an extra 100 calories daily

You'll Gain 1 pound/month to gainweight

FIT FACTOR

Nearly 75% of Americans don't get enough physical activity.

New 2010 USDA Food Guidelines

Balancing Calories

- Enjoy your food, but eat less.
- Avoid oversized portions.
- Make half your plate fruits and vegetables.
- Switch to fat-free or low-fat (1%) milk.

Food to Reduce

- Compare sodium in such foods as soup, bread and frozen meals – and choose the foods with the lower numbers.
- Drink water instead of sugary drinks.

Nutrition/Diet & Exercise – N1907

Spread THE Health

6 STEPS for Sanitary Hand Washing

- 1 WET HANDS
- 2 SOAP FOR 20 SECONDS
- 3 SCRUB YOUR PALMS, FINGERS, BACK OF HAND AND WRISTS
- 4 RINSE THOROUGHLY
- 5 TOWEL DRY
- 6 TURN OFF TAPS WITH TOWEL AND DISPOSE

Got the Flu? Now What?

Feeling under the weather?

You may have the flu if you're experiencing some common symptoms of influenza, which include:

- MODERATE TO HIGH FEVER
- HEADACHE
- FATIGUE
- COUGH
- SORE THROAT
- RUNNY OR STUFFY NOSE
- BODY ACHES
- DIARRHEA AND VOMITING

Remember, having one or a combination of these symptoms does not necessarily mean you have influenza. The only way to know for sure is to get a diagnosis from your healthcare provider within the first 2 or 3 days of the onset of symptoms.

Who's at Risk?

People in this group are most at risk for flu complications:

- Young children.
- Pregnant women.
- People with chronic health conditions such as asthma, diabetes or heart and lung disease.
- People 65 years and older.

Did You Know?

Flu activity most commonly peaks in the U.S. in January or February.

Don't ...

- Go to the emergency room if you're only mildly ill.
- Forget to disinfect household objects such as countertops, doorknobs, phones and linens after the flu is gone.

- Stay home for at least 24 hours after your fever is gone.
- Avoid contact with others.
- Wash your hands often to avoid spreading the flu to others.
- Cover coughs and sneezes with a tissue and discard immediately.
- Take antiviral medications if your healthcare provider prescribes them.
- Seek immediate medical attention if you encounter:
 - Difficulty breathing or shortness of breath.
 - Pain or pressure in the chest or abdomen.
 - Sudden dizziness.
 - Confusion.
 - Severe or persistent vomiting.
 - Flu-like symptoms that improve but then return with fever and worse cough.

Flu & Illness Prevention – N1902

Be a Quitter

Lengthen and improve your life by stopping smoking ... NOW.

Create a Plan of Attack

Deciding to quit smoking is crucial. The best way to succeed is to prepare. With a little research, you can form a plan with simple steps you're comfortable following.

- 1 Pick an official "Quit Day" – Choose a day to stop smoking within seven days, and make a verbal or written commitment with a friend for support and to whom you'll be accountable.
- 2 Choose your weapon – Select one of the three popular methods for giving up cigarettes. There's "cold turkey" when you stop completely, gradual reduction of daily cigarettes as you approach your Quit Day, or you can smoke partial cigarettes, taking fewer puffs of each as you move toward your Quit Day.
- 3 Call for backup – Consider using medication or nicotine replacement to make the transition smoother. Read up on the different products and maybe even get your doctor's input. A smoking cessation group or class can be invaluable too.
- 4 Get ready for Quit Day – Get rid of all cigarettes, ashtrays, lighters and matches from any place you usually smoke. Check around your home, your workplace and especially your car. Look up on healthy substitutes for cigarettes, chewing gum, hard candy, toothpicks, etc.
- 5 Treat Quit Day as an "over-the-hill" day – Stop smoking today. Breathe deeper. Feel better. And be proud of yourself. Taking each day you're off cigarettes on a calendar is a great visual reminder of your progress. The further you go, the bigger the motivation.

Why Quit Smoking?

A better question is, "Why keep smoking?" Not for the expense. Probably not for the smell, either. And constantly feeling short of breath is no fun. Here's what you gain from kicking smoking's butt:

- Healthier lungs almost immediately
- More energy
- Drastic drop in risk for heart disease
- Heightened sense of smell
- Better balance of "good" cholesterol
- Lower blood pressure

Fighting the Urge to Smoke

Your brain will try to trick you into having "just one little puff." Your body will try to bully you with the discomfort of nicotine withdrawal. Here's how to withstand and beat those urges:

- Avoid smoke-heavy places such as bars.
- Time it! For most folks, the urges to smoke only last for a minute or so. Once you know that, it's easier to ride them out until they fade.
- Ask friends who smoke not to smoke around you.
- Use those substitute supplies you stocked up on.
- Talk through it with the friends and family in your support system.
- Give your hands something to do. You'll relieve stress and replace one thing cigarettes do for most smokers.

Smoke & Mirrors

WHAT'S REALLY IN CIGARETTE SMOKE?

Tobacco smoke contains more than 4,000 chemicals. Many are poisonous. At least 50 are known to cause cancer. Here are just a few:

Chemical	Typically found in:
Acetone	Hand polish, nail polish
Acetic Acid	Hair dye
Ammonia	Household cleaner
Arsenic	Pest poison
Benzene	Automotive solvent
Boron	Lighter fluid
Cadmium	Battery acid
Carbon Monoxide	Car exhaust
Formaldehyde	Embalming fluid
Hexamine	Lighter fluid
Lead	Batteries
Naphthalene	Moth balls
Nitroethane	Propane fuel
Nicotine	Insecticide
Tar	Paint
Toluene	Paint

Smoking Cessation – N1903

Promote healthy behavior to patients

This bold, colorful Health and Wellness Poster series makes it easy to share helpful — and possibly lifesaving — information with patients. Packed with advice, the posters present relevant facts in a simple format that's easy to digest.

- Unique square design
- Combine one, two, three or all four posters in various ways for maximum impact.

Health and Wellness Posters	
Description	Item #
Individual Posters	See product
4-Poster Set	N1905

Laminated. Size: 20" x 20".

HIPAA Compliance Tools



Get the most common HIPAA forms and tips on how to use them

This HIPAA Administration System gives you the most commonly used forms to help keep you in compliance. The system is comprised of 50 of each form: Notice of Privacy Practices, Patient Acknowledgment Form Privacy Practices, and Patient Consent and Authorization for Release of PHI.

- Housed in a handy file folder
- Includes compliance tips, best practices and a HIPAA Self-Audit Checklist

ComplyRight™ HIPAA Administration System

Item # A2107

Folder includes handy HIPAA Self-Audit Checklist.

Order ComplyRight™ HIPAA individual forms

Item #	Item Description	Quantity Per Case
A1354	Patient Acknowledgment of Receipt of Privacy Practices Notice	Pack 200
A1350	Patient Consent & Authorization for Release of PHI	Pack 200
A1355	Patient Request for Access to PHI	Pack 200
A1356	Response to Patient Request for Access to PHI	Pack 200
A1382	Patient Request for Restriction on Uses & Disclosures of PHI	Pack 200
A1383	Respond to Patient Request for Restriction on Uses & Disclosures of PHI	Pack 200
A1359	Patient Request for an Accounting of Disclosures	Pack 200
A1357	Patient Request to Amend PHI	Pack 200
A1358	Response to Patient Request to Amend PHI	Pack 200
A1352	HIPAA Privacy Complaint	Pack 200
A1353	Response to HIPAA Privacy Complaint	Pack 200
A1349	Notice of Privacy Practices	Pack 100
A1351	HIPAA Business Associate Agreement	Pack 25
A1384	Patient Revocation of HIPAA Authorization	Pack 200
A1385	HIPAA Policy for Healthcare Employees	Pack 200
A1386	HIPAA Notice of Security Breach	Pack 200
A1387	Business Associate Notice of Breach	Pack 200
A1388	Notice of Security Breach to the FTC/Media	Pack 200
A1389	Notice of Security Breach to the HHS/Media	Pack 200
A1390	HIPAA Breach Incident Log	Pack 200
A1371	Patient Request for Alternate Communication of PHI	Pack 200

Meet HIPAA regulations with this comprehensive electronic resource

As a healthcare provider, HIPAA requires you to adopt policies and procedures to protect the confidentiality of your patients' health information. This includes giving patients written notice on how you may use and disclose their protected information and having policies in place to address privacy complaints. Use the forms included in this digital resource to:

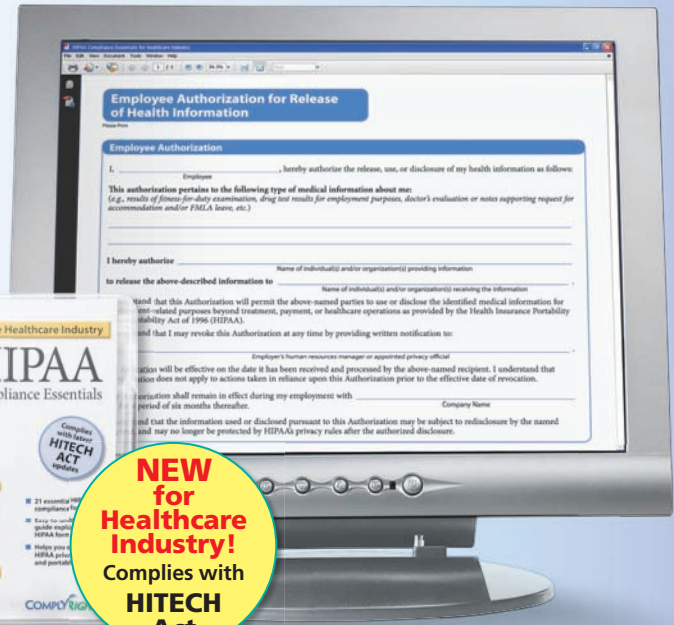
- Comply with mandatory HIPAA requirements, including recent changes made by the HITECH Act
- Ensure that patients' privacy rights are not violated
- Includes fillable versions of forms frequently used by the medical office

ComplyRight™ HIPAA Compliance Essentials for the Healthcare Industry

Item # AR2267



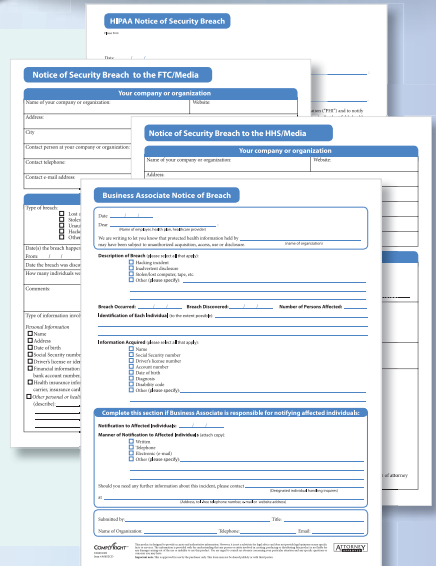
NEW for Healthcare Industry!
Complies with **HITECH Act**



HIPAA Compliance Essentials for Healthcare Industry

CD-ROM includes these reproducible forms:

- Notice of Privacy Practices
- Patient Authorization for Release of Protected Health Information
- Business Associate Agreement
- Privacy Complaint Form
- Response to Complaint Form
- Patient Acknowledgment Form
- Privacy Practices
- Patient Request Access to Protected Health Information
- Response to Request for Access to Protected Health Information
- Response to Amend Protected Health Information
- Patient Request an Accounting of Disclosures
- Patient Request Alternate Communication
- Patient Request Restrictions on Uses and Disclosures of Protected Health Information
- Response to Patient Request to Restrict Protected Health Information
- HIPAA Authorization Revocation Form
- HIPAA Policy for Healthcare Employees
- HIPAA Notice of Security Breach
- HIPAA Business Associate Notice of Security Breach
- HIPAA Notice of Security Breach to FTC/Media
- HIPAA Notice of Security Breach to HHS/Media
- HIPAA Breach Incident Log



Communicate mandatory HIPAA rules to employees

Educate your employees on how and when patients' medical information may be used and disclosed, and what to do if a breach occurs.

ComplyRight™ HIPAA Employee Poster

Item # A2105

Laminated, size: 12" x 18"



Communicate HIPAA rights to patients

Display this poster in your waiting room or reception area to inform patients of their rights and responsibilities under HIPAA.

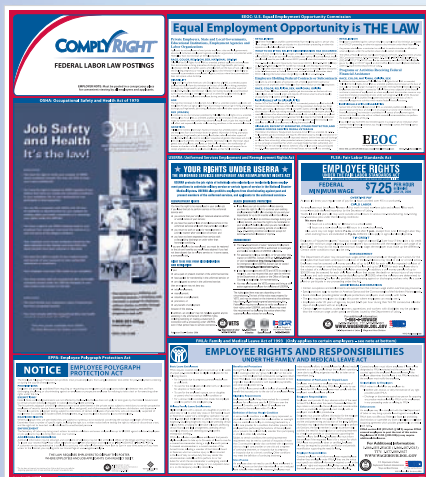
ComplyRight™ HIPAA Patient Poster

Item # A2103

Laminated, size: 12" x 18"



Labor Law Posters



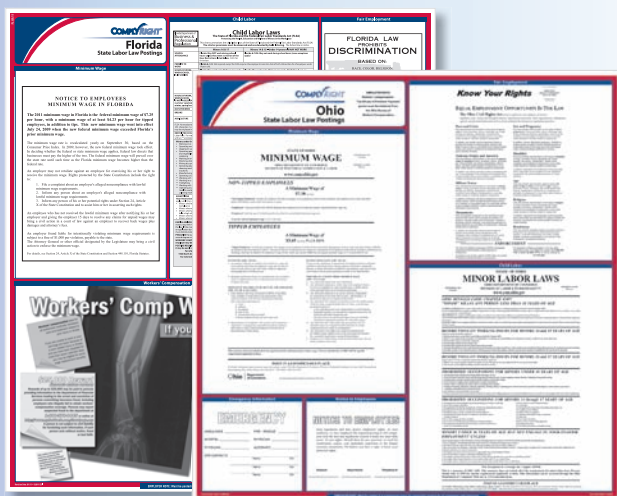
Easily display required federal government postings

Meet government labor law posting requirements to get your company in compliance. This single poster covers mandatory federal labor laws, including Federal Minimum Wage, EEOC, FMLA, Employee Polygraph Protection Act, OSHA and USERRA.

- Meets latest federal requirements
- Displays required notices in an easy-to-read format

ComplyRight™ Federal Poster	
Item #	Item Description
ERFED	English
ERFEDS	Spanish

Laminated. Size: 24" x 27".



Get into compliance with mandatory state notices

Comply with state laws and keep employees informed. Full-color poster displays the required postings in an easy-to-read format.

- Meets newest state requirements
- Post in areas where applicants and employees gather

ComplyRight™ State Poster	
Item # (See chart below)	

Laminated. Size varies by state.

All-Inclusive State Posters

State	Item #	State	Item #	State	Item #
Alabama	E10AL	Indiana	E10IN	North Dakota	E10ND02
Alaska	E10AK	Iowa	E10IA	Ohio	E10OH
Arizona	E10AZ	Kansas	E10KS	Oklahoma	E10OK
Arizona Spanish	E10AZS	Kentucky	E10KY	Oregon	E10OR
Arkansas	E10AR	Louisiana	E10LA	Pennsylvania	E10PA
California	E10CA	Maine	E10ME	Rhode Island	E10RI
California Spanish	E10CAS	Maryland	E10MD	South Carolina	E10SC
Colorado	E10CO	Massachusetts	E10MA	South Dakota	E10SD
Connecticut	Industry Specific	Michigan	E10MI	Tennessee	E10TN
Mercantile	E10CT07	Minnesota	E10MN	Texas	E10TX
Hotel	E10CT08	Mississippi	E10MS	Texas Spanish	E10TXS
All Other Industries	E10CT01	Missouri	E10MO	Utah	E10UT
Delaware	E10DE	Montana	E10MT	Vermont	E10VT
District of Columbia	E10DC	Nebraska	E10NE	Virginia	E10VA
Florida	E10FL	Nevada	E10NV	Washington	E10WA
Florida Spanish	E10FLS	New Hampshire	E10NH	West Virginia	E10WV
Georgia	E10GA	New Jersey	E10NJ	Wisconsin	E10WI
Hawaii	E10HI	New Mexico	E10NM	Wyoming	E10WY
Idaho	E10ID	New York	E10NY		
Illinois	E10IL	North Carolina	E10NC		

Enjoy complete compliance with federal and state poster set

This poster set meets every state and federal posting requirement to keep your business in full compliance. No matter where your business is located, you're covered!

- Includes all state and federally required notices
- Attorney reviewed to keep you in compliance

ComplyRight™ Federal & State Poster Set	
Item #	(See chart below)

Laminated. Size varies by state.

Did you know?

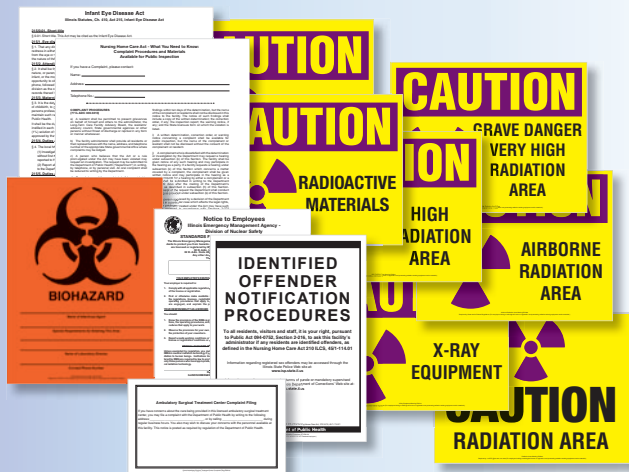
- Compliance isn't optional. All businesses with at least one paid employee must display the most current federal and state labor law postings.
- You must display updated labor law posters at each business location.
- Posters must be displayed in areas where employees and applicants gather, such as near break rooms, entrances or time clocks.



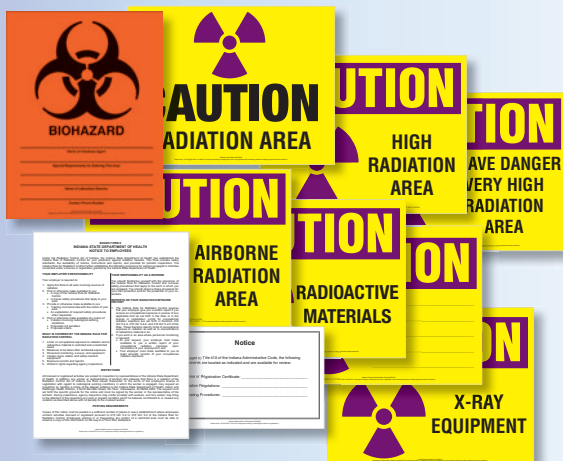
All-Inclusive Federal & State Poster Sets					
State	Item #	State	Item #	State	Item #
Alabama	E50AL	Iowa	E50IA	North Carolina	E50NC
Alaska	E50AK	Kansas	E50KS	North Dakota	E50ND002
Arizona	E50AZ	Kentucky	E50KY	Ohio	E50OH
Arkansas	E50AR	Louisiana	E50LA	Oklahoma	E50OK
California	E50CA	Maine	E50ME	Oregon	E50OR
Colorado	E50CO	Maryland	E50MD	Pennsylvania	E50PA
Connecticut	Industry Specific	Massachusetts	E50MA	Rhode Island	E50RI
Mercantile	E50CT07	Michigan	E50MI	South Carolina	E50SC
Hotel	E50CT08	Minnesota	E50MN	South Dakota	E50SD
All Other Industries	E50CT01	Mississippi	E50MS	Tennessee	E50TN
Delaware	E50DE	Missouri	E50MO	Texas	E50TX
District of Columbia	E50DC	Montana	E50MT	Utah	E50UT
Florida	E50FL	Nebraska	E50NE	Vermont	E50VT
Georgia	E50GA	Nevada	E50NV	Virginia	E50VA
Hawaii	E50HI	New Hampshire	E50NH	Washington	E50WA
Idaho	E50ID	New Jersey	E50NJ	West Virginia	E50WV
Illinois	E50IL	New Mexico	E50NM	Wisconsin	E50WI
Indiana	E50IN	New York	E50NY	Wyoming	E50WY

Healthcare Labor Law Posters

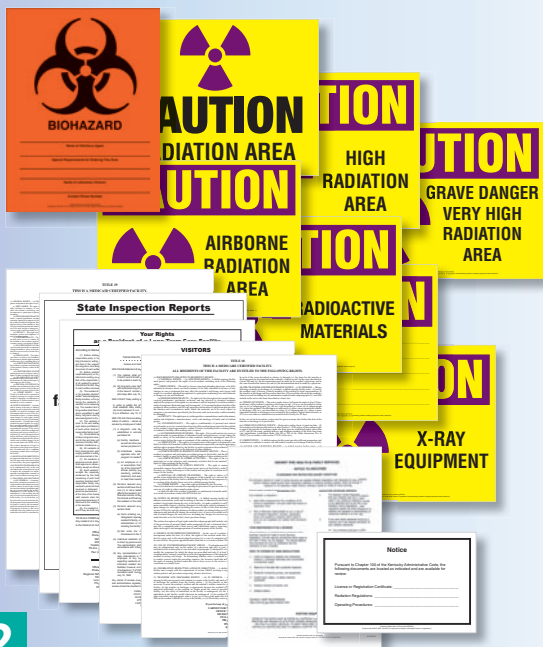
Illinois Healthcare Posting



Indiana Healthcare Posting



Kentucky Healthcare Posting



Labor Law Compliance

Employers in healthcare are required to post certain mandatory employee notices in addition to federal and state labor law postings. We make it easy to comply by offering a solution that includes the required posters for your industry. See chart below for your state's requirements.

Every Healthcare Poster Set includes these Federal Postings:

Biohazard Information Sign • Radiation Area Warning • High Radiation Area Warning • Very High Radiation Area Warning • Airborne Radiation Warning • Radioactive Materials Warning • Additional Information Radiation Warning • X-Ray Equipment Warning
PLUS Posters shown below.

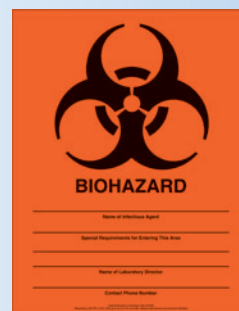
State Required Healthcare Postings

State	Item #	Federal Healthcare Poster Kit Plus:
Alabama	EHALU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Notice of Where Documents May Be Found
Arizona	EHAZU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Patient's Rights (Recovery Care Centers) • Patient's Rights (Outpatient Surgical Centers)
Arkansas	EHARU	Healthcare Poster Set (listed above) • Radiation Notice to Employees
California	EHCAU	Healthcare Poster Set (listed above) • Radiation Notice • Radiation Regulations • Notice of Rights to Request Inspection • Patient's Rights (Bilingual)
Colorado	EHCOU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
Delaware	EHDEU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
Florida	EHFLU	Healthcare Poster Set (listed above) • Radiation Notice to Employees
Georgia	EHGAU	Healthcare Poster Set (listed above) • Radiation Notice to Employees
Idaho	EHIDU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
Illinois	EHILU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Infant Eye Disease Act • Ambulatory Surgical Treatment Center Complaint Filing • Notification of Identified Offenders • Nursing Home Complaint Procedures
Indiana	EHINU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
Iowa	EHIAU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
Kansas	EHKSU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents • Report Suspected Abuse
Kentucky	EHKYU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents • Long-Term Care Resident Rights • Long-Term Care Visitor Rights • Title 18 • Title 19 • State Inspection Reports
Louisiana	EHLAU	Healthcare Poster Set (listed above) • Radiation Notice to Employees Public Sector • Whistleblower Protection
Maine	EHMEU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
Maryland	EHMDU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents

Protection for Healthcare

State Required Healthcare Postings		
State	Item #	Federal Healthcare Poster Kit Plus:
Massachusetts	EHMAU	
Michigan	EHMIU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents • Whistleblower Protection • Patient's Rights • Nursing Home Complaints
Minnesota	EHMNU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
Mississippi	EHMSU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
Nebraska	EHNEU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
Nevada	EHNNU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
New Hampshire	EHNHU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
New Jersey	EHNJU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Overtime Restrictions • Examination of Documents
New Mexico	EHNMU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents • Incident Reporting
New York	EHNYU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Patient's Rights • Handwashing • No Smoking
North Carolina	EHNCU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents • Handwashing • No Smoking • Right to Work • E-Verify
North Dakota	EHNDU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
Ohio	EHOHU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
Oklahoma	EHOKU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Long Term Care Facility Complaint Procedures
Oregon	EHORU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents • Nursing Staff Information • List on Call nursing Staff/Agency
Pennsylvania	EHPAU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
Rhode Island	EHRIU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents • Latex Glove Warning English • Latex Glove Warning Spanish • Latex Glove Warning French • Department of Health Complaint • Duty to Report Abuse
South Carolina	EHSCU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
Tennessee	EHTNU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
Texas	EHTXU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Reporting of Abuse • Protection Against Retaliation • Patient's Rights • Nursing Facility Notice • Intermediate Care for Persons with Mental Retardation • Examination of Documents
Utah	EHUTU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
Vermont	EHVTU	Healthcare Poster Set (listed above) • Whistleblower Protection
Virginia	EHVAU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
West Virginia	EHWVU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Examination of Documents
Washington	EHWAU	Healthcare Poster Set (listed above) • Radiation Notice to Employees
Wisconsin	EHWIU	Healthcare Poster Set (listed above) • Radiation Notice to Employees • Retaliation Protection

Individual Posters



Federal Biohazard Information Sign

Item # EH4004

Size: 8½" x 11"



Radiation Area Warning Sign

Item # EHG02

Size: 8½" x 11"



X-Ray Equipment Warning Sign

Item # EHG14

Size: 8½" x 11"

Attendance Forms

Track employee absenteeism

Record absences and late arrivals to help stop excessive absenteeism. The Attendance Tracker allows you to see a full year at a glance, January through December, calendar-style.

- Simple coding tracks absences and tardiness
- Room to note attendance-related disciplinary actions

ComplyRight™ Attendance Tracker

Item #	Description
AR0969	Year 2011
A1407	Year 2012

50 sheets/pkg. Size: 8½" x 11".

Avoid scheduling overlaps

Schedule vacations efficiently and conveniently with the Vacation Request form. The simple, calendar-style format helps you avoid vacation conflicts.

- Creates an easy system for vacation scheduling
- Ensures a consistent request and approval policy for all employees

ComplyRight™ Vacation Request

Item #	Description
AR1050	Year 2011
A1409	Year 2012

50 sheets/pkg. Size: 8½" x 11".

Simplify absence documentation

This form clearly states the who, when and why of absences. It allows you to keep consistent attendance records and helps record habitual patterns that may reveal the need for discipline.

- Provides specific reasons for absences, such as sick, vacation, holiday, military leave and on-the-job-injury
- Includes space to add your own reasons

ComplyRight™ Absence Report

Item #	Description
AR0808	

50 sheets/pkg. Size: 8½" x 11".

Comply with wage and hour laws

Employers are required by law to record all hours worked by non-exempt employees, so even if employees punch a clock or use timekeeping software, time sheets are an excellent backup.

- Provides crucial evidence and protects your company from a lawsuit decision in favor of the employee
- Includes a space for supervisor approval

ComplyRight™ Weekly Time Sheet

Item # AR0372

50 sheets/pkg. Size: 8½" x 11".

Manage time-off requests

The Request for Time Off is an effective recordkeeping tool that creates a consistent way to manage vacation requests and other time off. By clearly documenting details of employees' requests, scheduling becomes simpler and you avoid overlaps.

- Easily manage requests and prevent disputes
- Collect all information regarding any type of request for time off

ComplyRight™ Request for Time Off

Item # AR1327

50 sheets/pkg. Size: 8½" x 11".

Form I-9, Employment Eligibility Verification

Section 1: Employee Information and Attestation

Section 2: Employer Attestation

Section 3: Checklist for Completion

Complete I-9s correctly and confidently

Federal law requires employers to verify that employees are eligible to work in the United States. Neglecting to do so can result in costly penalties and fines.

- Includes completion instructions and recordkeeping guidelines
- Place the I-9 template over every Form I-9 to ensure it's completed properly and highlight possible mistakes

ComplyRight™ Form I-9 and Template	
Item #	Description
AR0275	Form I-9
AR0299	I-9 Accuracy Template

All ComplyRight™ Forms include a Free tip sheet with helpful advice and employer do's and don'ts.

50 sheets/pkg. Size: 8½" x 11"

Conduct legal background checks

Before you can request a credit report, driving history or criminal history, you're required to get the applicant's consent. This attorney-approved form ensures you comply with the laws.

- Captures all essential applicant information
- Carbonless format allows you to keep a copy and give one to the applicant

Background Check Disclosure & Authorization Tip Sheet

Fast Facts

Purpose of the Background Check Disclosure & Authorization

Background Check Disclosure & Authorization

ComplyRight™ Background Check
Item # AR0941

50 sheets/pkg. Size: 8½" x 11"

Application for Employment Information

Personal Information

Position Information

Find the best healthcare job candidates

The Healthcare Employment Application goes beyond the resume to help you gather insightful information that will screen applicants before the interview stage. This application guides your candidates to go into detail about education and employment history, skills, contacts and more, so you can make an informed decision.

- Asks applicants about professional licenses and shift preferences
- Businesses in CA, CT, HI, IL, MD, MA, RI and UT should order the state-specific application

ComplyRight™ Healthcare Employment Application	
Item #	Description
A2111	Standard
A2109	State Specific*

50 sheets/pkg. Size: 8½" x 11"

Organize employee files

The Employee Envelo-File® lets you safely store documents, plus record key information, benefits and activity.

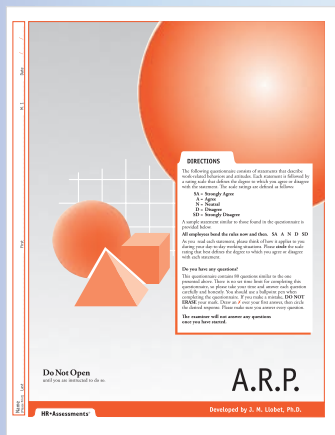
- Protects legally sensitive documents
- Ample space on the outside of the file to record employee information

ComplyRight™ Employee Envelo-File®
Item # AR0717

25 per package. 9½" x 11 ¾"



Determine an Applicant's Suitability



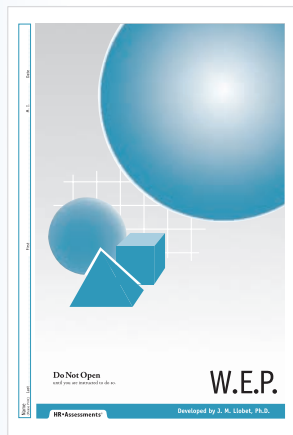
Identify potential risks before you hire

The Applicant Risk Profiler tests for potential risky behavior, tendencies for deception, dishonesty, aggressive conduct and many more.

- Recommended for all applicants, especially those who will be handling company merchandise or money
- 80 questions, 25 minutes testing time (approx.)

Applicant Risk Profiler (ARP)

Item # T0067



Identify essential skills and a positive attitude

The Workplace Essentials Profile is an invaluable tool to help identify reliable applicants who possess the basic skills — math, reading comprehension and written communication — you require, as well as a dependable work ethic.

- Recommended for most applicants, especially entry-level and support-staff positions
- 70 questions and writing section, 30 minutes testing time (approx.)

Workplace Essentials Profile (WEP)

Item # T0025



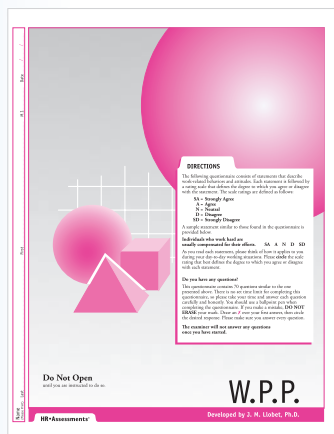
Accurately predict potential sales performance

Sales Success Predictor helps identify individuals who are proficient at handling objections, closing the sale, and understanding customer behavior.

- Recommended for retail, telesales and outside sales positions
- 65 questions, 20 minutes testing time (approx.)

Sales Success Predictor (SSP)

Item # T0062



Choose the right personality for the right job

The Workplace Personality Profile helps you make a successful personality and position match easily and effectively, without costly consultants. This text measures confidence, flexibility, assertiveness and more

- Recommended for most positions, especially entry-level and staff employees
- 140 questions, 45 minutes testing time (approx.)

Workplace Personality Profile (WPP)

Item # T0066

Before Hiring

Keep the compassion in healthcare with the right service personnel

Compassionate personal service is the hallmark of quality healthcare. Yet this field, like many other people-care industries, is associated with high stress levels and burnout. This test measures an individual's ability to provide excellent service in the healthcare environment, and consistently display traits that are critical to high-quality healthcare, such as sensitive patient care, interpersonal skills, patience, a helping disposition, and the ability to be a team player, even under stressful conditions.

- Recommended for medical clerical staff, nurses and therapists, technicians, assistants and office managers
- 40 questions, 12 minute testing time (approx.)

Service Ability Inventory for Healthcare

Item # T0813

All tests are sold in quantities of 5, and include a Deception Test.

Rate key clerical skills with accurate results

Studies by the American Management Association indicate that more than a third of job applicants lack sufficient reading and mathematics skills to perform the jobs they seek. Determine your applicants' skills with the Clerical Skills Test.

- Recommended for secretaries, accounting clerks, file clerks, shipping and receiving personnel, and administrative assistants
- 80 questions and writing section, 25 minutes testing time (approx.)

Clerical Skills Test (CST)

Item # T0864

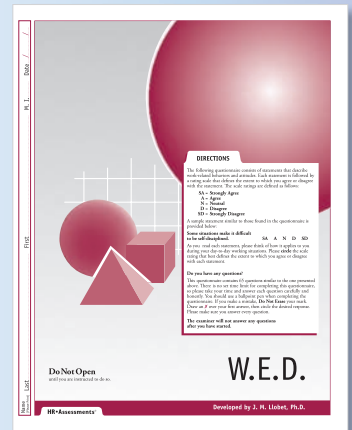
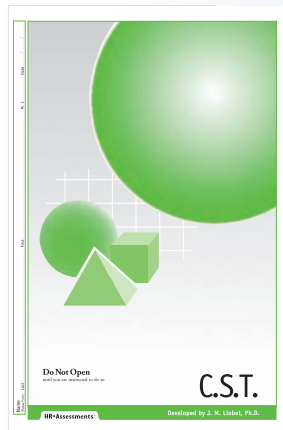
Measure dependability and efficiency

With today's leaner staffs and larger workloads, use the Work Ethic & Dependability to make sure you hire people who will take responsibility for themselves and the quality of their work. Measures reliability, trustworthiness and more.

- Recommended for all applicants. Especially useful for entry-level positions with structured work schedules and/or measurable quality expectations
- 65 questions, 20 minutes testing time (approx.)

Work Ethic and Dependability (WED)

Item # T0063





DVD & CD-ROM

Teach employees chemical safety procedures

For employees who deal with hazardous chemicals or other agents, this training teaches viewers how to understand a material safety data sheet, how to read chemical labels and so much more.

- Aids employees in quickly identifying hazards that exist in your workplace
- Helps you comply with OSHA training requirements
- Includes customizable PowerPoint® presentation on CD-ROM

Hazardous Materials Training Program

Item # WR0411

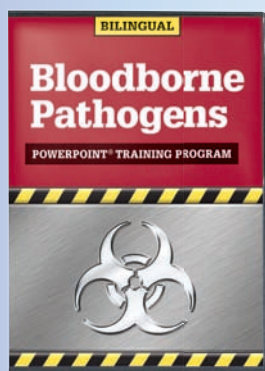
System requirements shown at right.

System requirements for CD-ROM:

MS PowerPoint®, Pentium® processor 266 MHz or faster, Windows® XP or greater, 30 MB free disk space. DVD is designed for use with a standard DVD player connected to a television. Playback on a computer's DVD-ROM drive requires special software we do not provide.

2-Disc Training Program Includes:

- DVD: "Your Right to Know," a 35-minute training video
- CD-ROM with reproducible materials:
 - Training handbook
 - Quiz and answer key
 - Training acknowledgment form
 - Wallet-size certificate
 - Training log



Use Powerpoint® training to avoid exposure

This training program educates employees about disease transmission, accident prevention, housekeeping procedures, exposure control and more.

- Helps you comply with OSHA's Bloodborne Pathogens Standard 29 CFR 1910.1030
- Includes customizable PowerPoint® presentation on CD-ROM

Bloodborne Pathogens Training Program

Item # W2132

System requirements shown at right.

System requirements for CD-ROM:

MS PowerPoint®, Pentium® processor 266 MHz or faster, Windows® XP or greater, 30 MB free disk space.

Training Program Includes:

- PowerPoint® Presentation
- CD-ROM with reproducible materials:
 - Training handbook
 - Quiz and answer key
 - Training acknowledgment form
 - Wallet-size certificate
 - Training log

Understanding Hazardous Materials Labeling System

Hazardous Index Ratings

Rating Guide	Health Hazard	Flammability	Reactivity
4 SEVERE HAZARD	4 DEADLY - Exposure to this material may be fatal.	4 FLAMMABLE - Flammable at 22.2°C (72°F) or below, or in contact with water, or in contact with air, or in contact with oxidizing materials, or in contact with acids, or in contact with bases, or in contact with other materials.	4 UNSTABLE - Unstable at 22.2°C (72°F) or below, or in contact with water, or in contact with air, or in contact with oxidizing materials, or in contact with acids, or in contact with bases, or in contact with other materials.
3 SIGNIFICANT HAZARD	3 EXTREMELY DANGEROUS - Exposure to this material is extremely hazardous.	3 FLAMMABLE - Flammable at 22.2°C (72°F) or below, or in contact with water, or in contact with air, or in contact with oxidizing materials, or in contact with acids, or in contact with bases, or in contact with other materials.	3 UNSTABLE - Unstable at 22.2°C (72°F) or below, or in contact with water, or in contact with air, or in contact with oxidizing materials, or in contact with acids, or in contact with bases, or in contact with other materials.
2 MODERATE HAZARD	2 DANGEROUS - This material is moderately hazardous to man.	2 FLAMMABLE - Flammable at 22.2°C (72°F) or below, or in contact with water, or in contact with air, or in contact with oxidizing materials, or in contact with acids, or in contact with bases, or in contact with other materials.	2 UNSTABLE - Unstable at 22.2°C (72°F) or below, or in contact with water, or in contact with air, or in contact with oxidizing materials, or in contact with acids, or in contact with bases, or in contact with other materials.
1 SLIGHT HAZARD	1 DANGER - Exposure to this material may cause serious or irreversible effects.	1 FLAMMABLE - Flammable at 22.2°C (72°F) or below, or in contact with water, or in contact with air, or in contact with oxidizing materials, or in contact with acids, or in contact with bases, or in contact with other materials.	1 UNSTABLE - Unstable at 22.2°C (72°F) or below, or in contact with water, or in contact with air, or in contact with oxidizing materials, or in contact with acids, or in contact with bases, or in contact with other materials.
0 NORMAL HAZARD	0 DANGER - Exposure to this material may cause serious or irreversible effects.	0 FLAMMABLE - Flammable at 22.2°C (72°F) or below, or in contact with water, or in contact with air, or in contact with oxidizing materials, or in contact with acids, or in contact with bases, or in contact with other materials.	0 UNSTABLE - Unstable at 22.2°C (72°F) or below, or in contact with water, or in contact with air, or in contact with oxidizing materials, or in contact with acids, or in contact with bases, or in contact with other materials.

Specific Hazard	Health Hazard Definitions
OXY OXIDIZER	Corrosive - A material that causes visible destruction of, or irreversible alteration in, any tissue.
ACID ACID	Carcinogen - A material that causes cancer.
ALK ALKALI	Reproductive Toxicity - A material that causes adverse effects on the reproductive system.
COR CORROSIVE	Sensitizer - A material that causes an allergic reaction.
W WATER HAZARD	Toxic - A material that causes death or serious injury.
W WATER HAZARD	Very Toxic - A material that causes death or serious injury.

Personal Protection Symbols

Provide critical haz-com information at a glance

This laminated display provides a wealth of information regarding:

- OSHA's hazardous materials
- Ratings for health hazards, flammability and reactivity
- Health hazard definitions and the dangers they present to your employees
- Personal protection symbols, examples of chemical labeling and NFPA hazard ratings

Understanding Hazardous Materials Labeling Poster

Item # WR0703

Laminated. Size: 18" x 24".

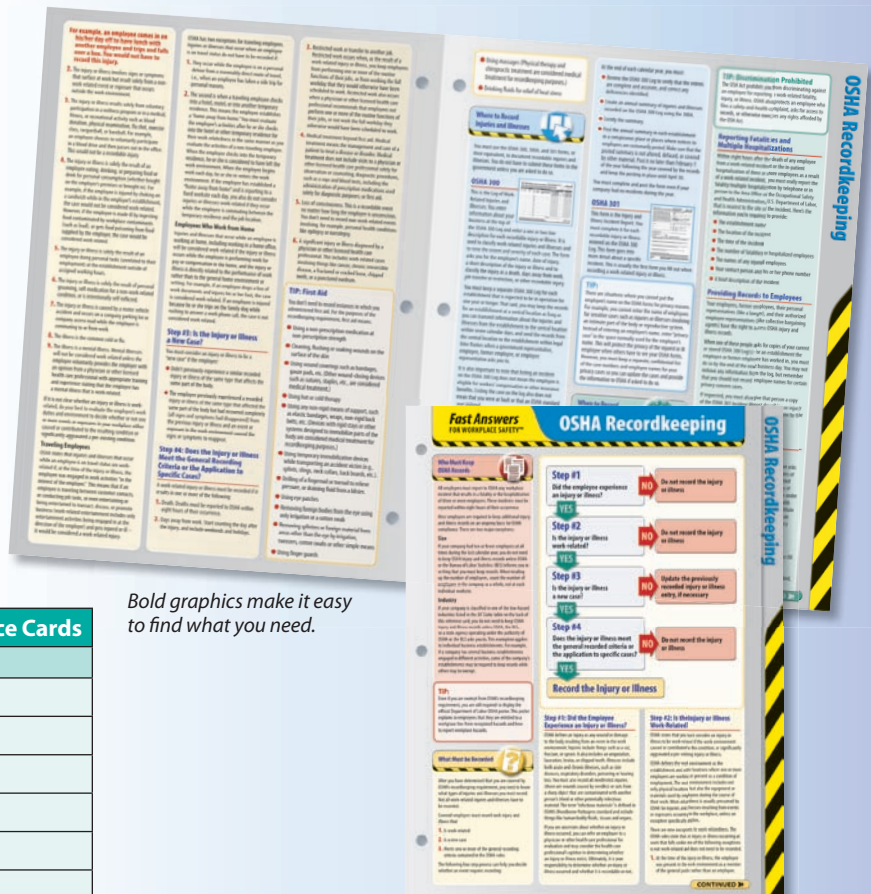
Keep vital safety information at your fingertips

Workplace safety represents a large assortment of responsibilities for any company. Make sure your managers can meet them quickly and effectively with the Fast Answers for Workplace Safety™ Reference Cards. These info-packed, four-page cards offer managers the essential, practical advice they need to act decisively and immediately. Plus, they're affordable enough to supply to your entire workforce.

- Contains the most relevant guidelines on safety compliance, planning and communication
- Clear layout for quick skimming so you can find what you need fast

Fast Answers for Workplace Safety™ Reference Cards	
Item #	Item Description
WR0292	OSHA Recordkeeping (shown)
WR0293	Hazard Communication
WR0301	How to Handle an OSHA Inspection
WR0302	Emergency Planning/Recovery
WR0304	General OSHA Safety
WR0306	OSHA for the Office/Ergonomics

Size: 17" x 11" folded to 8½" x 11".



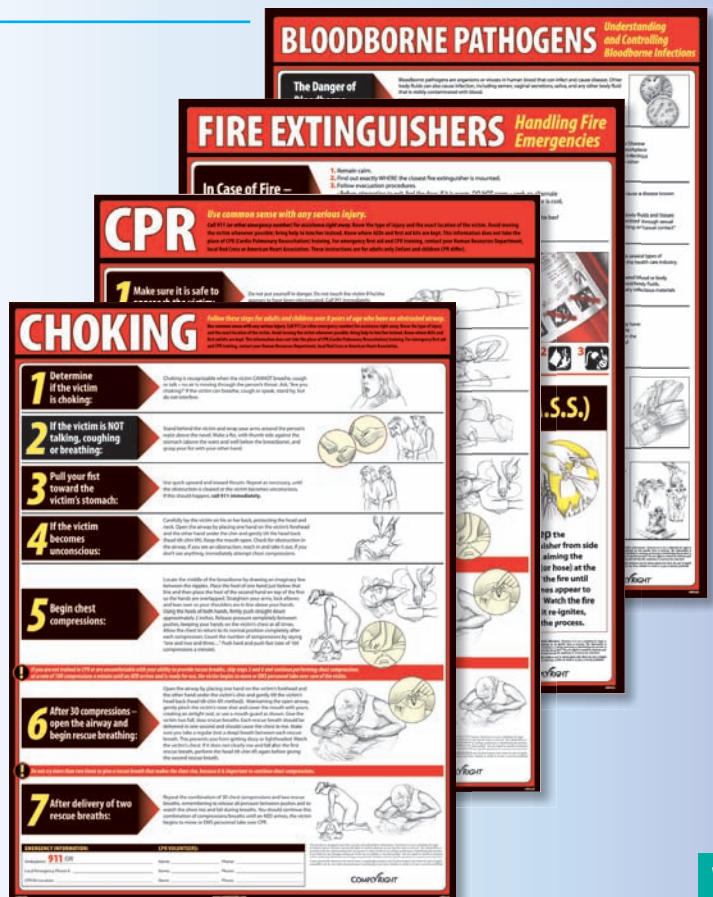
Bold graphics make it easy to find what you need.

Empower employees to react in emergency situations

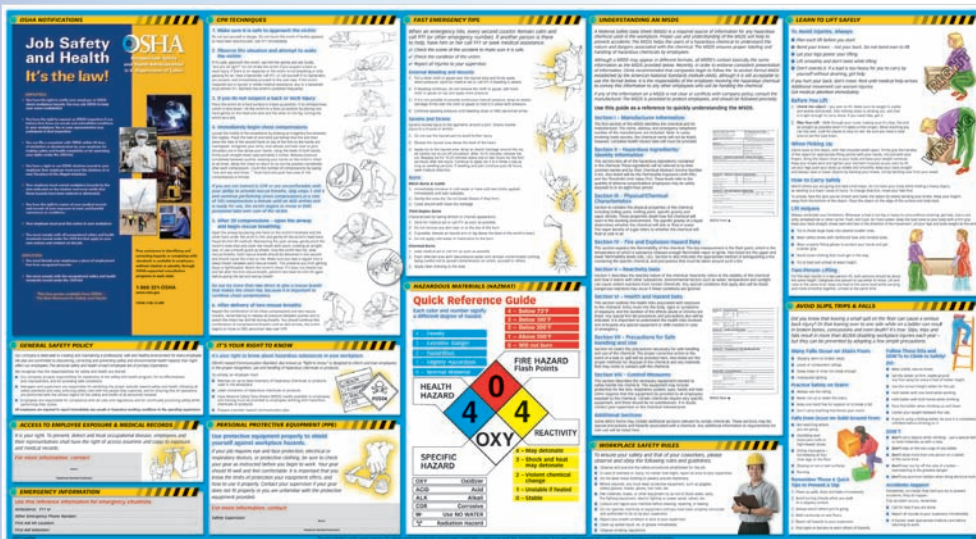
Provide employees with critical safety information for workplace emergencies and demonstrate your commitment to a safe business environment. The ComplyRight™ Lifesaving Posters help you clearly communicate lifesaving techniques and comply with OSHA's General Safety Clause.

ComplyRight™ Lifesaving Posters		
Item #	Item #	Item Description
WR0236 English	WR1120 Spanish	Choking Poster
WR0245 English	WR1156 Spanish	CPR Poster
WR0239 English	WR1131 Spanish	Fire Extinguishers
WR0233 English	WR0223 Spanish	Bloodborne Pathogens

Laminated. Size: 18" x 24".



Workplace Safety



Provide critical safety tips in one location

Display a variety of vital information all on one safety poster. It fulfills several safety information regulations and is an ideal alternative when you lack space for multiple postings.

All-In-One Safety Poster

Item # WR0309

Laminated. Size: 44" x 27".

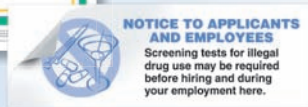
Includes Information on:

- Workplace safety
- Accident prevention
- Ergonomics/safe lifting
- First aid/CPR
- Personal protective equipment
- Employees' OSHA rights
- Material safety data sheets
- Hazardous materials
- And more



Communicate your drug-free workplace policy

Make employees and applicants aware of your commitment to a safe, drug-free environment. These products help reinforce your substance abuse policy and create a sense of trust and safety in your company.



- Poster explains that screening tests for alcohol and illegal drug use may be required, the dangers of drug use, and relevant laws
- Stickers adhere to job applications to discourage substance abusers from applying at your workplace

ComplyRight™ Drug-Free Workplace Poster

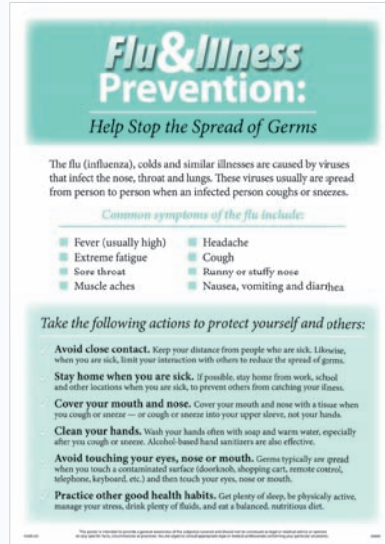
Item # WR0248

Laminated. Size 10" x 14".

ComplyRight™ Drug-Free Workplace Stickers

Item # WR0259

100 stickers per roll. Sticker size: 3" x 1".



Prevent the spread of the flu at work

The recent H1N1 flu outbreak has made illness prevention even more important. This poster is an effective communication to inform employees of ways to prevent the spread of germs.

- Includes common symptoms of the flu and steps to prevent infection
- Reinforces your commitment to a healthy workplace

ComplyRight™ Flu Poster

Item # NR0018

Laminated. Size 10" x 14".

Give employees vital safety information

Our General Industry Health & Safety Poster makes it easy for companies to practice safety compliance by displaying emergency procedures and contact numbers, all in one spot. Poster contains sections for:

- OSHA standards
- First aid procedures
- Identifying hazardous materials
- Emergency information
- Smoke-free workplace policy
- Personal protective equipment



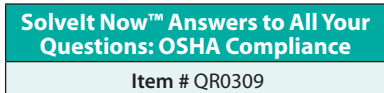
Laminated. Size: 22" x 28"



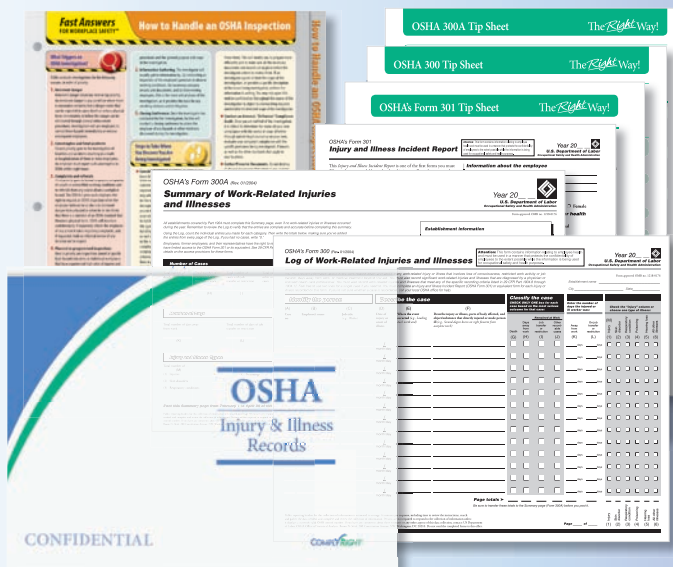
Get immediate answers for OSHA compliance

You don't have a second to spare when it comes to safety, so get the answers you need to quickly respond to injuries, complaints, surprise OSHA audits and more with this comprehensive, searchable PDF.

- Fully updated with the latest federal and state regulations
- Covers establishing a safety program, properly maintain OSHA records, OSHA compliance for the office environment and more
- Explains recordkeeping requirements and includes all the mandatory OSHA forms you need
- Details state drug-testing and child labor laws



Minimum system requirements: Windows® XP SP2, Windows Vista™, Pentium IV or higher, 512 MB RAM, 985 MB hard disk space, SVGA graphics.

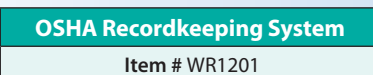


Enjoy a complete OSHA compliance solution

The ComplyRight™ OSHA Recordkeeping System takes the guesswork out of posting the correct OSHA Safety information. By clearly explaining all regulations, the system makes it easy to complete your OSHA safety forms and post the required information — in full compliance with the law.

System Includes:

- Recording Assistant
- OSHA Form 301 (25)
- OSHA Form 300 (2)
- Tip sheets (3), for completing all three OSHA forms
- OSHA Form 300A
- OSHA Injury and Illness Recordkeeping Folder
- Fast Answers for Workplace Safety: How to Handle an OSHA Inspection (1)



Personnel Software



Track employee attendance faster and easier electronically

Throw out your paper calendars and vacation planners with Gradience® Basics Attendance! Simple drag-and-drop functions make it a snap to track and review absences, vacation, sick and personal time off right from your computer.

- Review critical absentee data with standard reports
- Includes "Smart Tips" for handling bereavement, jury duty, doctor's visits, leave of absence and other attendance-related topics
- Works seamlessly with Gradience Basics Records and TimeClock

Gradience® Basics Attendance

Item # SR0075

Single user/single license. Compatible with Microsoft® Windows Vista™.

Easily capture employee hours and automate payroll

Eliminate inefficient, inaccurate punch clocks with Gradience® Basics TimeClock. This simple software makes it easy to electronically track who's on or off the clock. Plus, it works with popular payroll applications, cutting processing time and costly data entry errors.

- Clock in/out with PC keyboard or optional swipe card
- Exports information to popular payroll applications such as ADP and PayChex
- Includes "Smart Tips" about minimum wage, overtime, exempt status and more
- Works seamlessly with Gradience Basics Attendance and Records

Gradience® Basics TimeClock

Item # SR0059

Single user/single license. Compatible with Microsoft® Windows Vista™.



Electronically manage your employee files

Organize, store and retrieve your confidential employee records electronically with Gradience® Basics Records. A clear interface makes it easy to enter and update essential employee information quickly and a range of reports helps you review key employee data.

- Attach electronic documents such as training certificates and signed forms
- Includes "Smart Tips" on recordkeeping laws, Form I-9 completion and more
- Works seamlessly with Gradience Basics Attendance and TimeClock

Gradience® Basics Records

Item # SR0077

Single user/single license. Compatible with Microsoft® Windows Vista™.

System requirements for products shown on this page: Windows® XP (SP2), Windows® Vista, Windows® 7, Pentium IV or higher, 1 GB RAM, 350 MB hard disk space, SVGA graphics.

Create a simple, timesaving employee handbook easily

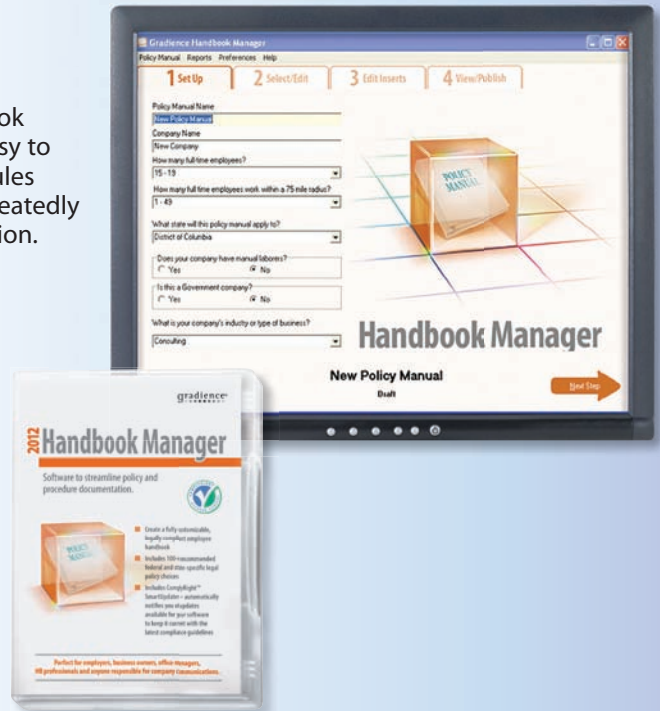
Get everyone on the same page with an employee handbook you customize. Gradience® Handbook Manager makes it easy to create and update a manual clarifying all your company's rules and policies. You'll avoid answering common questions repeatedly and shield your company from possible employee legal action.

- Walks you step by step through the handbook-creation process
- Includes more than 100 recommended, legally reviewed policies that comply with federal and state laws for all 50 states
- Bilingual version allows you to create a handbook in both English and Spanish

✓ Includes *SmartUpdate by ComplyRight™* (see below)

Gradience® Handbook Manager	
Item #	Item Description
SR0080	English Edition
SR0089	Bilingual Edition

System requirements: Windows XP SP2, Pentium IV or higher, 1 GB RAM, 60 MB hard disk space, SVGA graphics. Compatible with Windows Vista™ 32-Bit.



A sampling of the policies include:

- Absences and tardiness
- Americans with Disabilities Act
- Anti-harassment
- Appearance/dress code
- Communicable diseases
- Discipline and termination
- Drug and alcohol testing
- Injuries, emergencies and safety concerns
- Internet, e-mail, IM, texting and phone use
- Gambling
- OSHA's Personal Protective Equipment (PPE) rule
- Protecting trade secrets and confidential data
- Rules and conduct
- Social networking usage
- Wages and overtime
- Workplace bullying

Updated

- Discrimination
- Paid and military leave
- Workplace violence
- New breastfeeding breaks
- COBRA
- Identity theft
- Smoking
- FMLA



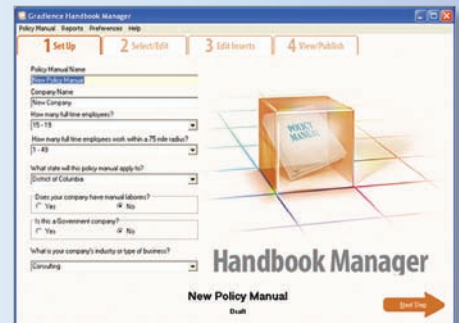
Anticipate with SmartUpdate

Software with *SmartUpdate by ComplyRight™* automatically alerts you when your software needs an update to stay current with a new governmental compliance guideline, rule or law. Free for the calendar year of your software release.

Your top-notch handbook is just 3 steps away:

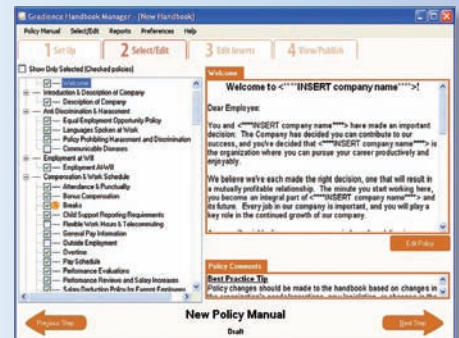
1 Set it up.

Answer a few simple questions about your company, including the number of employees, the state you operate in and your industry.



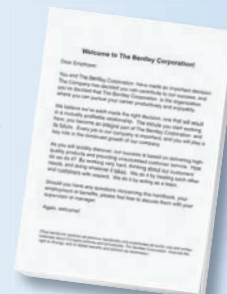
2 Pick and edit policies.

Based on your answers, the program will recommend a menu of policies to choose from. Select and tailor the policies suited to the needs of your company. Best practice tips and alternate phrasing are provided.



3 Print it out!

Your finished handbook can be printed on your office printer immediately or exported into a .PDF document to send to a local print shop.



HIPAA Compliance Tools

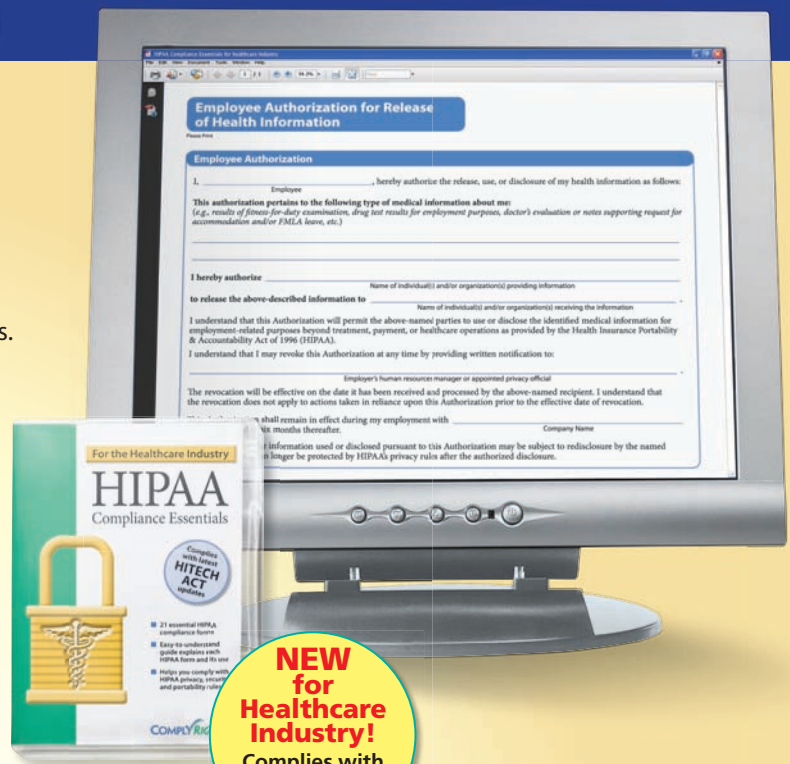
Get the most commonly needed HIPAA forms for healthcare providers

As a healthcare provider, HIPAA requires you to adopt policies and procedures to protect the confidentiality of your patients' health information. This includes giving patients written notice on how you may use and disclose their protected information and having policies in place to address patient privacy complaints. Use the forms included in this digital resource to:

- Comply with mandatory HIPAA requirements, including recent changes made by the HITECH Act
- Ensure that patients' privacy rights are not violated
- CD-ROM includes fillable versions of forms frequently filled in by the medical office

ComplyRight™ HIPAA Compliance Essentials for the Healthcare Industry

Item # AR2267



HIPAA Compliance Essentials for Healthcare Industry CD-ROM includes these reproducible forms:

- Notice of Privacy Practices
- Patient Authorization for Release of Protected Health Information
- Business Associate Agreement
- Privacy Complaint Form
- Response to Complaint Form
- Patient Acknowledgment Form Privacy Practices
- Patient Request Access to Protected Health Information
- Response to Request for Access to Protected Health Information
- Patient Request an Amendment to Protected Health Information
- Response to Amend Protected Health Information
- Patient Request an Accounting of Disclosures
- Patient Request Alternate Communication
- Patient Request Restrictions on Uses and Disclosures of Protected Health Information
- Response to Patient Request to Restrict Protected Health Information
- HIPAA Authorization Revocation Form
- HIPAA Policy for Healthcare Employees
- HIPAA Notice of Security Breach
- HIPAA Business Associate Notice of Security Breach
- HIPAA Notice of Security Breach to FTC/Media
- HIPAA Notice of Security Breach to HHS/Media
- HIPAA Breach Incident Log