

P-BON CONSULTING SERVICES, INC.

Technology. Strategy. Results.

HIPAA & NY SHIELD Act Compliance Toolkit

A Fixed-Scope Compliance Documentation Package for NY Metro Practices and Firms

COMPLIANCE TOOLKITS & MICRO-AUDITS — DIGITAL DOWNLOAD

SERVICE PROPOSAL — \$99 ONE-TIME

Prepared by

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1. Executive Summary

P-Bon Consulting Services, Inc. proposes the HIPAA & NY SHIELD Act Compliance Toolkit, a fixed-price (\$99), self-serve digital documentation package for medical practices, law firms, and financial services businesses in New York that need a Written Information Security Program (WISP) and related compliance documentation on file, but lack the internal bandwidth or legal budget to produce one from scratch.

The Toolkit is not a full-time compliance program — it is a credible, working starting point that closes the single most common audit gap this size of business faces: no documentation on file at all. It is delivered by email within five business days of payment and intake, with no account to create and no ongoing subscription.

2. About P-Bon Consulting Services, Inc.

P-Bon Consulting Services, Inc. is an IT managed services and cybersecurity advisory firm founded and led by Wlad Pierre-François, Ph.D., serving law firms, medical practices, financial services companies, and small-to-midsize businesses across the NY Metro area. The firm's approach is compliance-native: every engagement — from a single toolkit to an ongoing managed IT program — is built with the regulatory realities of HIPAA, the NY SHIELD Act, NY DFS Part 500, SEC Reg S-P, and FINRA Rule 4511 already accounted for, not bolted on afterward.

Relevant qualifications for this offering:

- Healthcare-IT and Epic EMR consulting background, including published research on HIPAA compliance — demonstrating the firm's ability to translate technical and regulatory material for non-specialist audiences.
- Direct experience producing client-facing compliance deliverables and documentation as part of the firm's Foundation and Shield™ managed-IT programs for regulated clients.
- Founder holds a Ph.D. in Business Administration, with firsthand experience building structured, outcomes-based deliverables rather than generic legal boilerplate.

3. Statement of Need

HIPAA's Security Rule and the NY SHIELD Act both require covered entities and businesses handling New York resident personal information to maintain a written security program — not just implement security controls, but document them. HHS Office for Civil Rights enforcement actions repeatedly cite the absence of a documented risk analysis and written policies as a primary finding, independent of whether an actual breach occurred; HIPAA civil penalties can run from \$100 to \$50,000 per violation, and the NY Attorney General has independent authority to bring SHIELD Act enforcement actions.

Yet a large share of small practices and firms operate with no written policy on file — not out of carelessness, but because drafting a WISP is a legal/compliance-writing exercise most clinical or operational staff were never trained to do. Outside compliance counsel routinely quotes \$2,000–\$5,000 or more to draft one from scratch, which puts the exercise permanently on the back burner for many small practices. The Toolkit closes that specific gap at a fraction of that cost, so "we'll get to it eventually" becomes "it's on file."

4. Scope of Work & Deliverables

The Toolkit is a working documentation set, not a single template. It ships as an editable Word/PDF package covering three areas most commonly missing from small-practice compliance files:

- Written Information Security Program (WISP) template — pre-formatted to the NY SHIELD Act's administrative, technical, and physical safeguard categories, and cross-referenced to the corresponding HIPAA Security Rule safeguard categories so one document serves both frameworks.
- Business Associate Agreement (BAA) checklist — covering what must be present in a compliant BAA under 45 CFR 164.504(e), plus a running log template to track which vendors handling PHI have a signed BAA on file.
- Staff AI usage policy template — addressing an emerging gap most existing WISPs don't cover: staff use of ChatGPT, Copilot, and similar AI tools with PHI or client data.
- Adoption guide — not just fill-in-the-blank; each template section carries explanatory notes on why the provision matters legally, so the person completing it understands what they're committing the practice to.

5. Methodology — How This Is Delivered

1. Order & intake — client purchases the Toolkit and completes a brief 5-question intake (practice type, EHR/systems in use, cloud vendors) so the delivered templates reference the right vendor list.
2. Delivery — Toolkit emailed within 5 business days as an editable Word/PDF package.
3. Self-serve customization — client (or legal counsel) fills in organization-specific details using the adoption guide.
4. Optional next step — client can request a paid 30-minute review call, or move up to the M365 Security & Email Hardening Audit or Express Vulnerability & AI Risk Assessment if gaps surface during self-review.

6. Objectives & Success Metrics

Objective	Success Metric
Give the practice a documented WISP it did not have	Toolkit adopted and placed in the compliance file within 30 days of delivery
Close the BAA-tracking gap	Practice can name, for every vendor handling PHI, whether a signed BAA is on file
Address AI tool usage before it becomes an incident	Staff AI usage policy distributed to all staff with access to PHI or client data
Keep cost proportionate to risk	Total cost stays under \$150 all-in, versus \$2,000+ for bespoke compliance-counsel drafting

7. Who This Is For

Solo and small-group medical practices, small law firms, and financial services businesses in NY Metro that (a) are a HIPAA covered entity or business associate, or hold NY resident personal information under the SHIELD Act; (b) do not currently have a written WISP on file; and (c) are not yet ready for, or do not need, a full-scope compliance retainer.

Prerequisite: none beyond willingness to complete the templates. This is a documentation product, not a managed compliance program — practices with a genuinely complex multi-state or multi-vendor environment should treat the Toolkit as a starting point for counsel review, not a finished legal instrument.

8. Timeline

Stage	What Happens
Day 0	Order placed, invoice issued
Day 1–2	5-question intake completed by client
Day 3–5	Toolkit customized to intake answers and delivered by email
Day 5+	Client self-serves adoption; optional paid review call available on request

9. Team

Delivered directly by Wlad Pierre-François, Ph.D., drawing on the firm's healthcare-IT and Epic EMR consulting background and published research translating HIPAA compliance requirements for non-specialist audiences. No outsourced template mill — the same person who writes the firm's compliance content stands behind this package.

10. What You Need to Provide

- Practice type and size
- List of core systems, EHR, and cloud vendors (via the intake form)
- A named internal owner — even if part-time — who will hold the completed WISP and keep it current

11. Investment

Line Item	Basis / What's Included	Cost
HIPAA & NY SHIELD Act Compliance Toolkit	WISP template, BAA checklist, AI usage policy, adoption guide	\$99 one-time
Optional 30-minute review call	Add-on, scheduled after delivery	Quoted separately on request

Bespoke WISP drafting from compliance counsel commonly runs \$2,000–\$5,000 or more. The Toolkit is priced as an accessible first step — not a substitute for legal review of a genuinely complex environment.

12. Compliance & Regulatory Alignment

The WISP template maps directly to HIPAA Security Rule administrative, physical, and technical safeguard categories and to the NY SHIELD Act's "reasonable safeguards" requirement. The BAA checklist addresses the business associate contract requirements at 45 CFR 164.504(e). The AI usage policy template gives practices a documented starting point ahead of increasing regulatory and client due-diligence attention to AI tool governance.

13. Why P-Bon Consulting

- Built by a practitioner with direct healthcare-IT and Epic EMR background — not a generic legal-template vendor.
- Priced to be adopted, not shelved.
- Pairs naturally with the M365 Security & Email Hardening Audit and Express Vulnerability & AI Risk Assessment for practices that want to go further once the paperwork is in place.

14. Next Steps

Request the Toolkit through the solutions page or contact page. An invoice follows immediately at the listed price; the Toolkit is delivered by email within five business days of payment and intake.

Not sure this is the right fit? A short conversation is cheaper than the wrong toolkit — reach out at info@pbonconsulting.com or (516) 734-1515 before requesting this item.