



Getting Started

Welcome! This step-by-step guide will walk you through registering your company on the Medcurity platform so you can begin your path to HIPAA compliance.

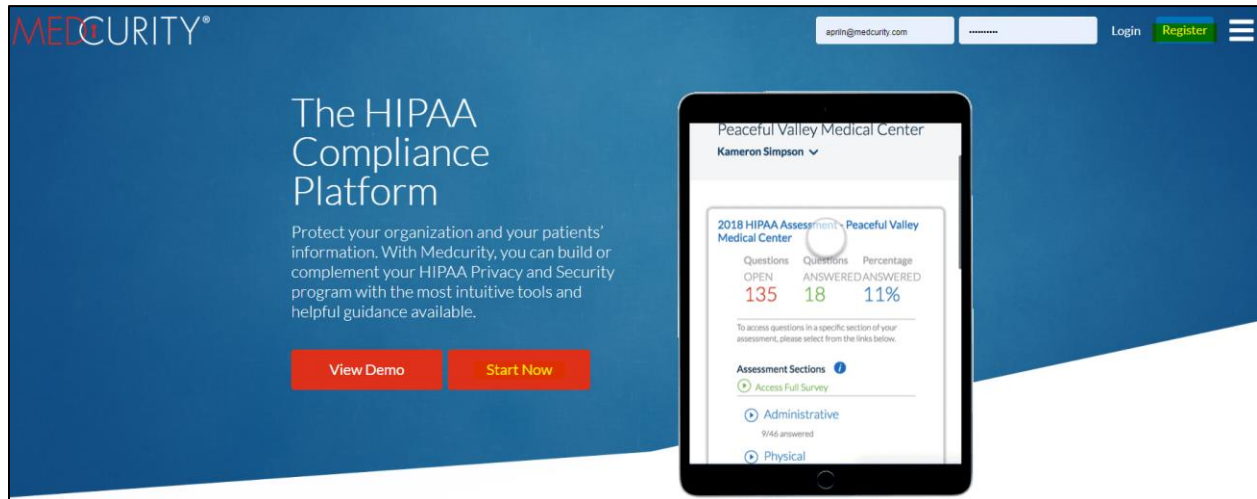
Contents

- Registration 3**
 - Set Up Account Access 3
 - Select Products..... 5
 - Make Payment 7
- Company Profile 9**
- Contact Us 11**

Registration

Set Up Account Access

Access the [Medcurity.com](https://www.medcurity.com) home page and select **Start Now** or **Register**.



You will be directed to the registration page which will require the following information about your organization:

- Legal Company Name
- How Many Employees
- Company Address
- Tax ID#
- Primary Point of Contact (name, title, email, phone)
 - General administrator for the Client's Medcurity account
- Password

The **Primary Point of Contact** should complete the registration process, including setting a password for the Admin account. This person is the primary point of contact and general administrator for the organization's Medcurity account.

Instructions

To register your organization for the Medcurity platform, please complete the attached form. All purchased assessments will be owned by the Organization for which details are provided. The Primary Point of Contact will serve as the initial account administrator and will be able to add additional users later in the process.

If you are a new user attempting to set up an account at an existing Organization, please contact your account administrator to receive a link to complete the registration process.

For assistance with first time registration please feel free to contact us.

Pricing

Security Risk Analysis

Employees	Billed Annually	
0-20	\$100/mo	\$1,200
21-50	\$150/mo	\$1,800
51-100	\$200/mo	\$2,400
101-250	\$250/mo	\$3,000
251-500	\$300/mo	\$3,600
500+	Please Contact Medcurity for Pricing	

Policies and Procedures

Employees	Billed Annually
-----------	-----------------

Please fill out the information below to continue

Entity Information:

Legal Company Name*

How Many Employees*

For organizations above 500 employees please [contact Medcurity support](#)

Company Address*

Address Line 2

City* State* ZIP*

Company Tax ID #

Primary Point of Contact Information:

First Name* Last Name*

Title*

Phone*

Email*

Password* Confirm Password

Select Products

Select the tools you would like to purchase then click **Checkout**.

Pricing will vary depending on the size of your organization.

Welcome to Medcurity

Thank you for registering your organization with Medcurity. The next step is to purchase your first assessment. To get started, please select the appropriate plan for your organization from the available options.

For additional assistance please feel free to contact us.

To Get Started

Please select a plan:

Security Risk Assessment

Annual HIPAA Risk Assessment with Medcurity®

\$2400.00/Year

Policies and Procedures

Policies and Procedures Subscription

\$1200.00/Year

BAA

BAA Subscription

\$600.00/Year

[Checkout](#)

If applicable, enter your promo code then click **Apply**.

Enter a name for the Assessment. We recommend using the name of the organization. If an organization has more than one assessment, include unique identifiers in each assessment name. For example, Jones Health Center – Family Practice, Jones Health Center – Children’s Hospital, etc.

Purchase Summary

SUBSCRIPTIONS

1 X Security Risk Assessment	\$3,600.00
------------------------------	------------

1 X Policies and Procedures	\$3,000.00
-----------------------------	------------

Promo Code:

Apply

NAME ASSESSMENT:

Directions: Please provide a name for your assessment; typically this will be the name of the organization you are purchasing for. This name will be used to identify unique assessments in the event that your organization purchases more than one.

Subtotal: \$6,600.00

Total: \$6,600.00

Make Payment

Select the **Payment Method**, enter your payment information then click **Submit**.

Payment Method

Credit ACH Check/Invoice

Please enter your card information:

Credit/Debit Card Number

Expiration MM/YY CVC

Auto Renew?

If paying by credit card, your access will be immediate. When paying by invoice, access will be granted after payment is received.

Payment Method

Credit ACH **Check/Invoice**

By selecting this option you are requesting to submit payment via an invoicing process. A representative from Medcurity will provide an invoice for purchase within 1-2 business days. Once payment is received your assessment will be activated by a Medcurity representative.

Payment Pending

We have received your request to purchase a Medcurity HIPAA assessment. Once payment is confirmed your assessment will be activated.

Thank you!

We are processing your payment. Upon payment approval your assessment will be activated.

IMPORTANT - NEXT STEPS:

Step 1.

A representative from Medcurity will send an invoice to the primary point of contact at your organization within 1-2 business day.

Step 2.

Please remit payment with your unique invoice number referenced on your check.

Step 3.

Once confirmation of payment is received a Medcurity representative will activate your account.

Questions?

[Contact Us](#)

[Return to Home](#)

[Return to Dashboard](#)

Company Profile

When you access your Dashboard for the first time, you will be prompted for additional information about the Company, a color you would like to associate with your documents, and your company's logo. These will be incorporated in your final SRA documents, Policies and Procedures, and BAAs.

COMPANY PROFILE

Welcome
Demo Clinic A ▼

A company logo and brand color is required

COMPANY INFORMATION

Name	Company Abbreviation	
<input type="text" value="Demo Clinic A"/>	<input type="text"/>	
Legal Name		
<input type="text"/>		
Address	Address Ext.	
<input type="text" value="905 W Riverside Avenue"/>	<input type="text"/>	
City	State	Zip
<input type="text" value="Spokane"/>	<input type="text" value="WA"/>	<input type="text" value="99201"/>

EXTRA DETAILS

Brand Color

Logo

Images should be 500px wide and in a .jpg, .png, or .gif format

No file chosen

Company Size

Once completed, the Company Profile page will also show Order History.

COMPANY PROFILE

Welcome
Demo Clinic A ▾

Company profile updated.


ACCOUNT INFORMATION

Demo Clinic A

Address
905 W Riverside Avenue
Spokane WA, 99201

Company Size:
251-500

Logo:



[Edit](#)

ORDER HISTORY

November 25th, 2019 - \$0.00		Invoice
Security Risk Assessment	\$3,600.00	
Policies and Procedures	\$3,000.00	

Congratulations! You are ready to begin using the HIPAA compliance tools purchased from Medcurity.

The screenshot shows a dashboard for a user named 'Demo Clinic'. At the top, there are navigation tabs for 'Security Risk Analysis', 'Policies and Procedures', and 'BAAs'. The main content area is titled '2019 HIPAA Security Risk Assessment' for 'Demo Clinic'. It features a 'Finalize Assessment' button and a dropdown arrow. Below this, a progress summary shows: 'Questions OPEN 104', 'Questions ANSWERED 24', and 'Percentage ANSWERED 19%'. A message states: 'To access questions in a specific section of your assessment, please select from the links below.' Under 'Assessment Sections', there are three categories: 'Administrative' (6/68 answered), 'Physical' (10/10 answered), and 'Technical' (4/26 answered). An 'Access Full Survey' link is also present. The 'Walkthroughs' section includes a 'Select a Location' dropdown (showing '1 of 10 locations used') and an 'Add a Location' button. At the bottom, it says 'Last Updates: Nov 15, 2019 | Updated by: April Needham'.

Contact Us

Support is available Monday through Friday, 8:00 am to 5:00 pm Pacific time and can be reached via telephone at (509) 867-3645 or via e-mail at support@medcurity.com.