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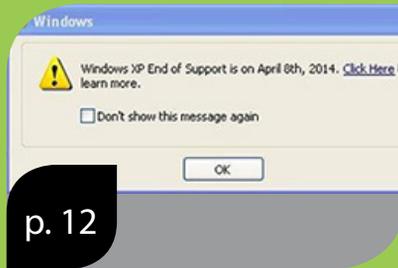
Are you developing in the direction you want to go?

.....
Growth and Education are the key



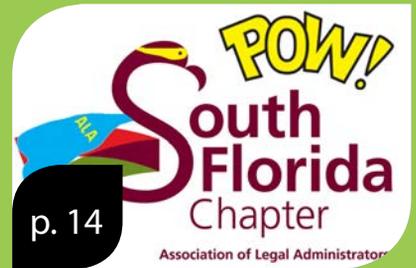
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SFC Flamingo has a name!



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THE NETWORK

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PRESIDENT'S MESSAGE

PAULA J. LAWSON, CLM
GENOVESE, JOBLOVE & BATTISTA, P.A.

Give me an "I." Give me a "D." Give me an "E." Give me an "A." What's that spell? IDEA. Last quarter I talked to you about the new awards program ALA implemented for 2013, the IDEA Awards. "I" stands for Innovation and the articles in the previous Network discussed various innovations in our industry. In this issue, The Network articles discuss "D" for Development. When I hear this term, I most often think of education and growth.

We must develop our own knowledge, skills and interests to remain relevant in our chosen careers. Regardless what role we have in our firms, we must continue to develop our skills. Are you the human resources manager? I bet you have attended many educational sessions on the Affordable Care Act over the past two to three years. You have had to become educated on how this new law will affect your firm and its employees. Or, are you the IT manager? You have probably evaluated e-discovery applications, mobile apps (BYOD), and have had several upgrades to any number of applications your firm uses. Or, are you the finance manager? You have to keep up with changes in electronic billing, software upgrades, trust accounting practices, and a myriad of budgetary practices. Or, perhaps you are the firm administrator. Chances are you have faced all of these

innovations and had to develop new knowledge and skills.

In addition, you should make a commitment for personal development. Personal development will lead you to become a more valuable asset to your firm by making you more flexible and responsible. You become more flexible through your ability to problem solve. You will be more responsible because you will be the person with the solutions.

Personal development can come through not only formal education but also through certification (CLM) and by attending conferences and seminars. Education promotes critical thinking and will likely lead to better decisions and solutions. Regardless of where you get your education, the goal is to never stop learning. By being a participating member of this organization, you take a major step in accomplishing this goal.

This is my last message to you as President of the South Florida Chapter. This past year has helped me to develop my leadership skills. I will continue to serve on the board as a Director for the next two years. I sincerely believe I will continue to develop both professionally and personally. Thank you for trusting in me to serve as President of this magnificent chapter.

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Positive Energy, Goal Setting and Organization Skills or "What do you have to lose?"

Do you want to change the energy level of your practice and reach your goals in positive way?

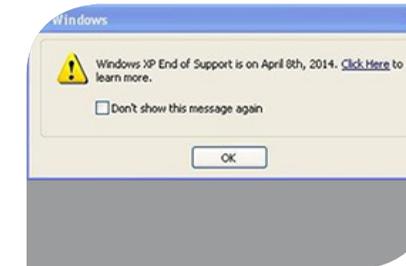
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Goodbye Windows XP

Another successful year for the South Florida Chapter's annual scholarship drive for 2013-2014.

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Bianca Moreiras
Legal Administrator,
Wintter & Associates, P.A.

Positive Energy, Goal Setting and Organization Skills or “What do you have to lose?”

After working 30 years in the legal arena with highly skilled, highly skeptical attorneys I have learned that keeping ourselves in a positive “can do” frame of mind helps keep your sanity. Executing the feeling is another story. Each day is brand new even though it might bring challenges or “change.” Change is something that is inevitable however it is something attorneys will try and avoid at all costs. How do you stay positive? How do you focus on the positive outcome when you are working in an urgent environment like a law firm?

Smile! This may sound simplistic. A smile is very powerful. It sets a tone that you are in control; it says “I am confident” and your confidence will inspire those around you. Wellness comes from smiling. Your day will run smoother and throughout the day, even in adverse situations, a smile will allow you to respond

differently and with a positive attitude. Best of all, a smile makes you approachable allowing those around you to feel comfortable and want to perform at their very best in order to please you and get the job done. After all “you get more flies with honey than you do with vinegar.”

Buddha said “All that we are is the result of what we have thought. The mind is everything. What we think we become.” Positive energy arises from what you project outwardly to others. If your thoughts are clear and concise you will stimulate this energy. As Buddha says in this quote the mind is everything. Attorneys are very intelligent people. Controlling your mind to find only the positive in each person, each task and each day will allow you to achieve much more, even twice as much. Positive thinking and positive energy is like a magnet attracting all those that cross your path. All people even introverts, want to be around positive people because positive energy has a way of breathing life in to the lifeless. Your positive energy will change lives. Most of all it will change your life.

Some say you are born positive. Not true. Being positive is a choice. I believe it is the only choice. There is no alternative especially if you want to be happy and succeed in life.

It is easy to keep your positive energy level if you set goals. Goal setting is a very old theory. Dr. Edwin Locke is pioneer in research directed in the area of goal setting. In 1968 his article “Toward a Theory of Task Motivation and Incentives,” he stated that employees were motivated by clear goals and appropriate feedback. Locke says that working toward a goal provided a major source of motivation to actually reach

SMILE!

A smile is a powerful. It sets the tone that you are in control.

CONTROL YOUR MIND

“All that we are is the result of what we have thought.”

GOALS ARE KEY

It is easy to keep your positive energy level if you set goals.

the goal – which, in turn, improved performance.

Today's technology is superb when it comes to setting and reaching your goals. Outlook task, your Outlook calendar or a good management/timeline legal software program such as TimeMatters or Practice Management will keep you and your staff on task. The most important element is recording the goal(s), making them realistic, reflecting the time needed to accomplish, and checking the goal off when completed. Once that goal is achieved, and before moving on to the next goal, recognize yourself and those who helped you reach your goal with positive reinforcement and praise. By doing this, everyone will celebrate the achievement and move on to the next goal with great energy and a sense of ownership.

Another aspect that will set the tone for positive energy and goal setting is being organized. Organizational skills can be learned despite what you're feeling as you read this article. Let's go back to your mind. When working on a case or a transaction how do you organize your mind? How do you motivate yourself to get organized and get started (set your goal)? And how do you achieve the highest level of success for your client and ultimately the firm?

When I have the opportunity to work with an attorney whether they have

just graduated, passed the bar or are a seasoned lawyer, I try to lead by example with regard to positive energy, goal setting and organizational skills. Understanding how to evaluate the task you are undertaking, (new matter, client resolution, an appeal, even turning in or in-putting daily timesheets, etc.) is essential to successfully accomplishing your goals. You should ask yourself these questions:

Do you have clarity as to the assignment, case or transaction? If not, ask questions and review whatever is necessary to get you to a point of clarity before you get started or decide to undertake this client's case, etc. This will save time, money and energy which might otherwise be spent to no avail.

How complex is the assignment, case or transaction? What resources, tools and manpower will be needed in order to achieve the best results for your client, corporation and the firm.

What challenges need to be met? In the case of timesheets if the time entries are not turned in daily time, money and efficiencies are immediately affected. Firm income and revenue is based on this one factor and if you cannot meet the challenge, stay organized and set your goal to accomplish this task daily, it will escalate in to a multitude of days or even weeks missed and there is

no true way to replicate this task. The results will be costly.

What kind of commitment will this client, matter or task require? You need to understand from the start what the commitment will be to the firm and to you. What are the required resources (up front out lay of cost(s), time to achieve result, etc.) What are the clients' expectations? What will it take to achieve a successful result within the required timeframe? Also you must consider the other matters the firm is currently handling and if this matter will get the attention it needs when answering this question.

Who will be responsible for gathering and reporting feedback? It is necessary to have feedback as each goal is attained. This will allow the attorney and the team working on the matter, transaction, etc. to remain positive and create energy moving forward to completion. Feedback will help decide if adjustments need to be made to the matter/project and allow the attorney to reevaluate, regroup and reorganize the game plan in order to achieve the most positive outcome for the client and the most profitable outcome for the firm.

If you want to change the energy level of your practice following the few ideas and directions I've laid out for you in this article will make a positive change in your practice and in your life. What do you have to lose?



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HIPAA

Heather Hughes
HIPAA Privacy Officer
U.S. Legal Support

DOES YOUR LAW FIRM NEED A HIPAA RISK ASSESSMENT?

Law firms across the country might be asking this question, especially after receiving new Business Associate Agreements (BAA) from the covered entity clients in the fall of 2013. The HIPAA Omnibus Rule passed in 2013 and took effect in September and strengthened the privacy and security protections established under HIPAA and also changed the breach notification provisions of Health Information Technology for Economic and Clinical Health (HITECH).

If your firm represents a covered entity; health plans, health care clearinghouses and health care providers who conduct certain financial and administrative transactions electronically, then you are considered a

business associate of your client and must comply with the Administrative, Technical and Physical safeguards required by the HIPAA Security Rule. Your firm may have signed a BAA sent to you by your client promising to implement the safeguards but business associates are also required to ensure that anyone they hire to assist them in litigation is also compliant. This would include expert witnesses, litigation support firms like court reporters, record retrieval, legal copy, etc. Law firms must draft BAAs and have them signed by all vendors, experts and consultants who have access to their clients' Protected Health Information (PHI). The new language for BAAs required by the Omnibus Rule can be found on the Health &

Human Services, Office of Civil Rights HIPAA page.

One of the Administrative Safeguards required of those firms representing covered entities is the Risk Assessment. This is a thorough assessment of the potential risks to their clients' PHI as it is used, stored and transmitted within and outside the law firm. It must include reviews of policies involving hiring and firing of staff, existing training and incident response procedures, computer and mobile device access, information system architecture and protections and many other systems utilized within the firm. A law firm can conduct the Risk Assessment in-house or hire a consultant to conduct the

review but new policies almost always have to be implemented after the assessment.

Some of the largest breaches reported to Health & Human Services have involved business associates and law firms must recognize that they can be liable for large fines for failing to comply with the required safeguards. The required safeguards can be painful for some lawyers. For example; having passwords and short time-outs on their phones,

tablets and other portable devices can be inconvenient but is necessary to prevent unauthorized access to client information.

If your firm needs to conduct a Risk Assessment and make some changes to your policies, and has over 20 years' experience in healthcare risk management and HIPAA privacy and security as it involves the legal industry. She has assisted dozens of law firms across the country assess their risks and make policy changes to comply with HIPAA,

HITECH, and the Omnibus Rule.

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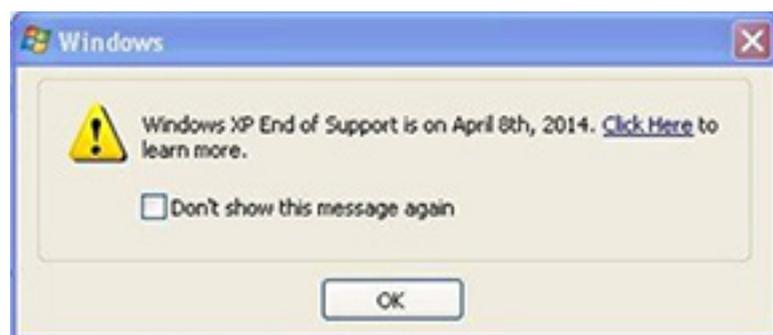
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GOODBYE WINDOWS XP

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It's no secret that on April 8th, 2014 Microsoft is pulling the plug on any type of support for Windows XP. After nearly 13 years, Microsoft will no longer continue to stream security patches that keep the Windows XP operating system safe and protected from hackers. For years now we've been moving our clients on from XP, and the truth is that most users have probably upgraded long ago. Still, as technology consultants we feel we must do the due diligence of warning those last

few stragglers – but not without taking the opportunity to provide some overall insight on the more recent versions of Windows that any user may find helpful.

Life After XP End-of-Life

If you fall into the minority who are still using XP, you have some decisions to make. One of the first is: do you upgrade the operating system on your computer, or just buy a new device altogether? Well, to even begin answering this question you should first consider the age of your computer. If it's older than 2007 (the year Windows 7 was released) it might be time for a change as your machine may not support the newer OS version. A new PC doesn't cost as much as it did a few years ago, plus the migration becomes easier because there is no need to uninstall and install software –

just transfer your files from one PC to another.

Just because Windows will no longer support XP doesn't mean you are obligated to upgrade, right? Yes, you can keep your XP if you want to. However, it's probably not a good idea to connect your machine to the internet or network. While you can technically still run your XP-enabled machine past Microsoft's end of service date, the security patches that address the latest security threats on the Internet will no longer be provided, which means that your XP computer will have to fend for itself against every hacker who has

April 9th circled on their calendar. You should also know that running new applications on an operating system like XP (which has existed since before many popular technologies were even conceived) is counterproductive. If you're running a business, it's

downright dangerous.

Upgrading from XP to Windows 7 or 8 will certainly provide you with better security, and if you're using XP with newer hardware you may even see a performance boost accompany your upgrade. Although the resistance to change is understandable, at this point resisting the upgrade is futile simply because it will put your business at risk.

To 8 or Not to 8? That Is The Question

Whether you're an XP user or not, you may be asking yourself whether an upgrade to Windows 7 or Windows 8 is the right choice for you and your business. Either version will no

doubt provide added features and performance, but with Windows 8 you'll see several benefits including better security, more seamless software updates, and the fastest startup of any version of Windows yet. Additionally, cloud storage is integrated into Windows 8 and easy to use through OneDrive (formerly SkyDrive). When Windows 8 first launched, there were mixed reviews because of how radically different it is compared to its predecessors. Initial reviews – good or bad – were very focused on the new Start Menu and the disappearance of the familiar Start Button. The most recent update, Windows 8.1, however, has brought it back and includes several additional enhancements.

The nice thing about Windows 8 is that it doesn't abandon what made Windows 7 so successful and builds on it with a bold, new interface. The new Start Menu with its colorful, large tiles is



Sandro M. Alvarez
CEO, Internos

optimized for touch and opens users up to a world of apps through the Windows Store. The best part is that users aren't forced to use Windows only this way. Just click on the "Desktop" tile at any time and you're right back to your warm, fuzzy surroundings interacting with your applications the way you always have.

Thinking Ahead

As this Microsoft milestone approaches perhaps the most appropriate question to ask yourself to determine whether to upgrade to Windows 7 or Windows 8 are: what are your

long-term business goals? How do you plan to evolve your business technology to stay ahead of the competition? If the answer is, for example, increased use of mobile technology to keep employees productive in the office or on the road then Windows 8 would be a much better fit due to its seamless and consistent experience across PC and mobile devices. On the other hand, if you see your technology as status quo over the next few years then Windows 7 may be a safer move.

At the end of the day, these changes don't have to cause

stress or disruption for your business if you have a well-thought-out plan. In fact, they could be opportunities to think about the next big thing for your business and how technology will enable it. That's where a good technology partner can add tremendous value.

Internos is a full service technology service provider specializing in network management and IT related aspects of your network. If you have any questions about XP End of Life and how it may affect you and your business, feel free to contact us at (305) 590-5310 or email salvarez@gointernos.com

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Our South Florida flamingo has a name!

.....

Congrats to Tracy Hess for choosing the winning name

We couldn't have such an adorable and stylish mascot for our chapter and have her remain nameless!

We are proud to announce that the South Florida Chapter flamingo has a name and it is (drumroll, please)



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CRUISIN' WITH THE SOUTH FLORIDA CHAPTER



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--Ralph Waldo Emerson

"I cannot even imagine where I would be today were it not for that handful of friends who have given me a heart full of joy. Let's face it, friends make life a lot more fun."

--Charles R. Swindoll

"Friends and good manners will take you where money won't go."

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April 8-9, 2014 April Lunch Meetings:

Mark Neuberger and Larry Perlman, Foley Lardner
"Five Things That Should Keep Every Law Firm Administrator Awake at Night and What to Do About Them"
11:45 am - 1:30 pm
Broward: April 8, 2014 at the Tower Club and
Miami-Dade: April 9, 2014 at the Hyatt Regency

April 10, 2014

Miami Happy Hour
5:30-7:30 pm
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Webinar: Working with Excel Pivot Tables Part 2
3 pm - 4pm
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May 1, 2014

Webinar: Leading with Integrity
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