



# Bay Area Tech Writers

## Capabilities Statement

Since 1994, Bay Area Tech Writers has helped clients in diverse markets communicate clearly and effectively. We specialize in creating accessible documentation that is easy to understand, follow and act upon. Our documentation enhances understanding, usability and operational efficiency.

## Core Competencies

### Writing/Editing

- Writing and editing business, technical, marketing and instructional material
- User Guides, Admin Guides, White Papers, Data Sheets, Web Copy
- NIST SP 800-53 documentation
- Utility Vegetation Management Standards and Procedures

### Project Management/Facilitation

- Managed from 1 to 5 writers, producing print, online and electronic documentation.
- Facilitated meetings with up to 20 subject matter experts (SMEs), keeping things focused and getting 100% understanding and agreement on process improvements.

## Differentiators

- Work very well with multiple projects and in high-pressure situations, like tight time constraints.
- Efficient processes reduce the time necessary to produce great documents that the audience can easily understand.
- Facilitating communication among team members accelerates the team reaching consensus on what must be done.

## NIST 800-53 Experience

### Verana Health: Aug. 2020 – Nov. 2021

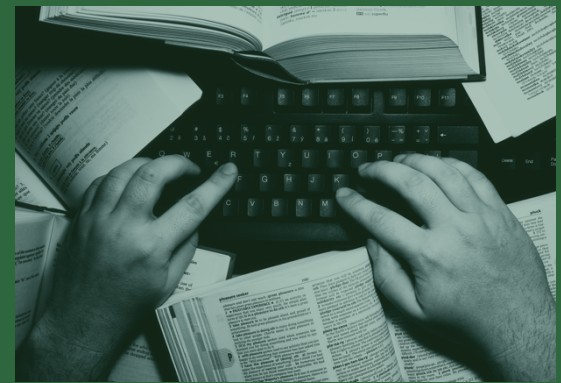
- Helped get their HITRUST and CMS certification by rewriting and updating a number of their NIST SP 800-53 security controls, SOPs, procedures and policies.

### Relay Health (Now Change Healthcare): January 2016 – March 2017

- Helped them prepare for a Direct Trusted Agent Accreditation Program (DTAAP) audit, conducted by Electronic Healthcare Network Accreditation Commission (EHNAC).
- Wrote/edited responses to over 100 HIPAA/NIST-related audit criteria (security and privacy controls) and ensured that supporting documentation was complete and on time.
- Prepared security and privacy controls for a new Department of Defense system.

### Rally Health: July 2014 – December 2015

- Created complete set of HIPAA documentation.



## Company Snapshot

Established: 1994

CAGE: 01D27

UEI: GW9VGH3VH751

Service Areas: United States & Europe

We do not accept credit card payments

## NAICS/UNSPSC Codes

NAISC: 711510

*Independent Artists, Writers, and Performers*

UNSPSC: 82111500

*UNSPSC Code 82111501: Instruction writing services*

*UNSPSC Code 82111502: Manual writing services*

## Licenses & Certifications:

CA SB # 201708010420

### Contact

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### Key Clients



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