

This checklist is composed of general questions about the measures your organization should have in place to state that you are HIPAA compliant, and does not qualify as legal advice. Successfully completing this checklist does not certify that you or your organization are HIPAA compliant

# HIPAA CHECKLIST

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The following areas have been identified by the HHS Office for Civil Rights as essential elements of an effective HIPAA compliance program.

Use the checkboxes below to self-evaluate HIPAA compliance in your practice or organization.

## REQUIRED ANNUAL AUDITS/ASSESSMENTS

Have you conducted the following six required annual Audits/Assessments?

- Security Risk Assessment
- Privacy Standards Audit (Not required for BAs)
- HITECH Subtitle D Privacy Audit
- Security Standards Audit
- Asset And Device Audit
- Physical Site Audit

## DOCUMENTING GAPS

- Have you identified all gaps uncovered in the audits above?
- Have You Documented All Deficiencies?

## REMEDATION PLANS

- Have you created remediation plans to address deficiencies found in all six Audits?
- Are these remediation plans fully documented in writing?
- Do you update and review these remediation plans annually?
- re annually documented remediation plans retained in your records for six years?

AUDIT TIP: If audited, you must provide all documentation for the past six years to auditors.

## STAFF TRAINING

- Have all staff members undergone annual HIPAA training?
- Do you have documentation of their training?
- Is there a staff member designated as the HIPAA Compliance, Privacy, and/or Security Officer?

## POLICIES AND PROCEDURES

- Do you have Policies and Procedures relevant to the annual HIPAA Privacy, Security, and Breach Notification Rules?
- Have all staff members read and legally attested to the Policies and Procedures?
- Do you have documentation of their legal attestation?
- Do you have documentation for annual reviews of your Policies and Procedures?

## VENDORS AND BUSINESS ASSOCIATES

- Have you identified all of your vendors and Business Associates?
- Do you have Business Associate Agreements in place with all Business Associates?
- Have you performed due diligence on your Business Associates to assess their HIPAA compliance?
- Are you tracking and reviewing your Business Associate Agreements annually?
- Do you have Confidentiality Agreements with non-Business Associate vendors?

## BREACHES

- Do you have a defined process for incidents or breaches?
- Do you have the ability to track and manage the investigations of all incidents?
- Are you able to provide the required reporting of minor or meaningful breaches or incidents?
- Do your staff members have the ability to anonymously report an incident?

## NEED HELP WITH YOUR CHECKLIST?

Call us and speak to one of our market educators who will run through each aspect of the checklist with you and answer any questions you have.

Contact us now to book your free session:

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