HIPAA Compliance Checklist

This check list follows the HIPAA Compliance Program TIPS
Please check off as many as you can to self-evaluate your practice or organization.

☐ **Have you conducted the following six (6) required annual Audits/Assessments?**

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

☐ **Have you identified all the issues uncovered in the audits above?**

- ☐ Have you documented all deficiencies?

☐ **Have you created your remediation plans to address what was found in all six (6) Audits?**

- ☐ Are these remediation plans fully documented in writing?
- ☐ Do you update and review these remediation plans annually?
- ☐ Are annually documented remediation plans retained in your records for six (6) years?

☐ **Have all your staff members go through 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?

☐ **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?

☐ **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?

☐ **Did you create a defined process for when incidents or breaches occur?**

- ☐ 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?

I hope that everyone can put this into good use as I have. If you happen to have any questions or need some questions answered please feel free to reach out to me at Contact@PatrickDomingues.com

If interested, we have the available resources to perform FREE HIPAA Security Audits and Assessments.

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