HIPAA Compliance Checklist

This checklist addresses the HIPAA Privacy, Security, and Breach Notification Rule for Providers.
Please check all that apply to evaluate your organization.

Have you conducted the following Risk Assessments?

☐ Security Risk Assessment (Required)
☐ Privacy Assessment

Based on the Assessments, have you created a documented list of gaps that were identified?

☐ Areas not implemented by the organization are documented (e.g. policies, encryption, anti-virus, etc.)

Have you created a work plan to address the identified gaps?

☐ A plan has been created to address the items that were identified in the assessment
☐ Expected dates of completion for each item has been created

Do patients engage with your website?

☐ All 3rd Party Online Trackers that may disclose PHI have been removed
☐ If a contact form or any other type of form is used to collect information, it is HIPAA Compliant with a documented Business Associate Agreement
☐ The Notice of Privacy Practices has been added to the website and is easily accessible

Has the organization Policies and Procedures been updated to reflect the organization's current practices?

☐ The organization's Policies and Procedures have been updated and/or reviewed recently
☐ The Policies and Procedures address the HIPAA Privacy, Security, and Breach Notification Rule including contingency plans and a defined process to track incidents in case of a breach

Have all members of the organization completed HIPAA training including reviewing the relevant organization's Policies and Procedures?

☐ All members of staff, including management, providers, and new hires of the organization has completed HIPAA training within the year and has reviewed the organization's Policies and Procedures
☐ The HIPAA Training includes a description of HIPAA and Cybersecurity Updates
☐ Training and review of the Policies and Procedures for each member has been documented
☐ Everyone is aware of the organization's identified HIPAA Compliance Privacy and/or Security Officer

Have all vendors and business associates been identified?

☐ The organization has identified all vendors that may have or potentially have access to PHI
☐ Documented Business Associate Agreements have been completed for all vendors and business associates

Will you continue to monitor ongoing HIPAA requirements?

☐ Organization will perform HIPAA maintenance items, such as reviewing user logs and access periodically

Need help with completing this Checklist, email help@hamtechs.com or call us at 877.543.6759

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