HIPAA Ready

Checklist 2021

Created by HIPAA Ready

Is your practice HIPAA compliant?

This checklist has been carefully prepared by taking the fundamental elements of an effective compliance program into account as identified by the HHS OCR.

Please check off (Yes, No, or N/A) where applicable to self-evaluate your practice

Variables	Queries	Yes	No	N/A
Policies & Procedures	Do you have a well established written policies and procedures?			
	Are your policies and procedures annually reviewed and documented?			
	Are your policies and procedures relevant to the HIPAA privacy, security and breach notification rules?			
	Have all your staff members read and attested to the HIPAA policies that you have put in place?			
	Do you have the attestation documented so that you can prove that the policies were distributed?			
HIPAA Compliance Training	Have all the employees received HIPAA compliance training?			
	Do you have documentation of their training?			
	Have you appointed designated HIPAA compliance, privacy, and security officers as required by the law?			

Variables	Queries	Yes	No	N/A
Business Associate Agreements	Have you identified all your business associates who may receive, transmit, process, maintain, or have access to PHI?			
	Do you have a business associate agreement executed to identify them as business associates?			
	Have you performed due diligence to ensure that the business associates are complying with HIPAA rules?			
Security Incident & Breach Management	Do you have a defined management system in place to track and investigate incidents that affect the security of PHI?			
	Can your staff members anonymously report incidents if the need arises?			
	Can you provide proof of investigations for incidents conducted?			
Annual Assessments/ Audits	Have you performed a security risk assessment?			
	Have you performed an administrative assessment?			
	Have you performed a privacy assessment?			
Gaps	Have you documented all the gaps uncovered in the audits mentioned above?			
	Have you documented all the deficiencies?			

Need help with streamlining your compliance processes?

Contact us

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