# HIPAA Compliance Checklist

*The following are identified by HHS OCR as elements of an effective compliance program. Please check off as applicable to self-evaluate your practice or organization.*

**Have you conducted risk assessments for the following areas in the last year?**
- ❑ Data Security
- ❑ Privacy Standards (Not required for BAs)
- ❑ Breach Determination and Notification Requirements

**Have you identified all gaps uncovered in the assessments above?**
- ❑ Have you documented all the gaps and deficiencies?

**Have you created a corrective action plan to address these identified gaps?**
- ❑ Is this plan fully documented in writing?
- ❑ Do you update and review this plan annually?
- ❑ Do you have plan in place to manage and retain your reports, findings and records for six (6) years?

**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?

**Do you have adopted Policies and Procedures relevant to the 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?

**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?

* AUDIT TIP: If audited, you must provide all documentation for the past six (6) years to auditors.

Any questions? Contact us at (559) 825-3099 or Contact@ghksecuritysolutions.com



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