

HIPAA Compliance Checklist

Too many empty boxes on this checklist? We can help you fill the gaps!

AUDITS - Have you conducted the following assessment/audits? (NIST Guidelines)

☐	Security Risk Assessment
☐	Privacy Assessment
☐	Administrative Assessment
☐	Identified all deficiencies discovered during the audits
☐	Documented all deficiencies

REMEDIAL ACTION - Have you created remediation plans to address deficiencies identified in the following assessments?

☐	Security Risk Assessment
☐	Privacy Assessment
☐	Administrative Assessment

POLICIES & PROCEDURES - Have you instituted policies/procedures relevant to the HIPAA Privacy, Security & Breach Notification Rule?

☐	All staff members have read and attested to the policies and procedures
☐	Documented staff attestation
☐	Documented annual reviews of policies and procedures
☐	Implemented a management process in the event of incidents or breaches

PEOPLE - Do your staff and the companies you work with understand how to maintain a culture of compliance?

☐	Trained all staff members on basic HIPAA rules and requirements
☐	Document staff training
☐	Designated a staff member as the HIPAA Compliance, Privacy, and/or Security Officer
☐	Identified all Business Associates
☐	Established Business Associate Agreements with all Business Associates
☐	Audited Business Associates to ensure that they are HIPAA compliant
☐	Staff members are able to anonymously report an incident

REPORTING & INVESTIGATIONS - Do you have systems in place to track and report on incidents and investigations?

☐	Created reports to prove due diligence
☐	Able to track and manage the investigation of all incidents
☐	Able to demonstrate that each incident has been investigated
☐	Able to report minor or meaningful breaches or incidents

Relevant Offerings

•	Customized Policies & Procedures
•	Workforce Training
•	Business Associate Tracking
•	HIPAA Breach Management
•	HIPAA Virtual Walkthrough
•	Disaster Recovery Plan
•	Compliance Support / Audit Protection
•	Corporate Compliance Hotline
•	Exclusion Monitoring
•	Online Security Risk Analysis Assessment
•	Detailed Findings Report

•	OSHA Self Inspection
•	OSHA - Hazard Risk Assessment
•	OSHA - Virtual SDS Binder
•	HR - Pre-Employment Screening
•	Documentation Storage
•	Coding Audits
•	LMS - 130+ courses with CEU's & automatic reminders
•	Assigned Compliance Team
•	Timely Regulatory Updates
•	Online Compliance Forms & Searchable Reference Guides

Please note: this checklist is meant for general self-evaluation. This document does NOT certify you or your organization as HIPAA compliant or certified.

