



HIPAA/HiTECH Assessment Checklist

Looking unorganized can provide a poor first impression to the government auditors! Use this complimentary checklist to gauge your compliance risk. You are required to have all the documents listed below to be compliant. This checklist will help you understand where you are with your HIPAA compliance story and what we need to do to help you win with your business.

If you need help gathering the requirements below, call today to speak to one of our Compliance Guides 844-722-8898

1 Gather HIPAA Policies and Procedures

- HIPAA Privacy Policies, Procedures, and Forms
- HIPAA Security Policies, Procedures, and Forms
- HIPAA Breach Notification Policy and Procedure
- Most Recent Notice of Privacy Practices
- Privacy Officer's Job Description and Contact Information
- Security Officer's Job Description and Contact Information

2 Gather Workflows and Evidence of Compliance

- Most Recent HIPAA Risk Analysis
- Most Current HIPAA Risk Mitigation/Risk Management Documentation
- Breach Notification Process
- Incident Management Process
- Business Associate Agreements with List of Business Associates
- Workforce HIPAA Training, Periodic HIPAA Updates, HIPAA Training Log
- Password Policies by System
- Workstation Security (Anti-virus, password requirement, password timeframes, workstation use, etc.)

3 Gather Documentation Specific to the Organization

- List of all Software Systems containing Protected Health Information
- List of all Hardware used in the Organization (Laptops, Computers, Servers, Tablets, Printers, etc.)
- List of all Devices and Systems that use Encryption, including type of encryption
- List of all Users and Access into Systems with Protected Health Information
- Employee Handbook
- Organizational Chart
- Disaster Recovery and Breach Plan
- Faculty Security Plan and Office Layout

We solve your HIPAA Compliance and Security Risks by using our Guided Risk Assessment Tools, Processes, and Training
Because Legacy Matters