

The HIPAA Checklist

The HIPAA Checklist below represents Administrative, Technical and Physical Safeguards **Required (R)** or **Addressable (A)** under HIPAA Law.

Administrative Safeguards

HIPAA Law	Type	HIPAA Checklist	Reference	Status	Date
Assign Security Responsibility	R	<ul style="list-style-type: none"> - Designate a HIPAA Privacy/Security Officer. - Designate, print and file policy. 	HIPAA Privacy and Security Officers Designation		
Authorization and/or Supervision	A	<ul style="list-style-type: none"> - Review Workstation Use/Security Policy. - Implement authorization and supervision procedures for Workforce Members. 	Workstation Use and Security Policy		
Business Associate Contracts	R	<ul style="list-style-type: none"> - Watch Business Associates Video. - Add Business Associates to OfficeSafe and execurity agreements (email/upload). 	Manage Business Associates		
Contingency Plan	R	<ul style="list-style-type: none"> - Watch the Creating a Contingency Plan Video. - Complete the Emergency Planning Section in OfficeSafe. 	Emergency Planning		
Data Backup Plan	R	<ul style="list-style-type: none"> - Implement offsite data backup solution. 	Emergency Planning		
Disaster Recovery Plan	R	<ul style="list-style-type: none"> - Complete the Emergency Planning Section in OfficeSafe. 	Emergency Planning		
Emergency Mode Operation Plan	R	<ul style="list-style-type: none"> - Complete the Emergency Planning Section in OfficeSafe. 	Emergency Planning		
Response and Reporting	R	<ul style="list-style-type: none"> - Train and require Workforce Members to report suspected hacking of an electronic device that contains (or has access to) ePHI to the HIPAA Security Officer. 	Workstation Use and Security Policy		
Risk Analysis	R	<ul style="list-style-type: none"> - Take the Risk Assessment in Officesafe. - Conduct a Risk Assessment annually or as needed if there are operational or environmental changes. 	Risk Assessment		
Risk Management	R	<ul style="list-style-type: none"> - Update The HIPAA Checklist as you implement requirements. 	The HIPAA Checklist		
Sanction Policy	R	<ul style="list-style-type: none"> - Review Sanction Policy with Workforce Members. Implement enforcement procedures. 	Sanction Policy		
Security Incident Procedures	R	<ul style="list-style-type: none"> - Train and require Workforce Members to report a theft or loss of any electronic device or any other security related incident immediately. 	Workstation Use and Security Policy		

Security Awareness Training	R	<ul style="list-style-type: none"> - Upon Hire, have each member review policies/procedures. - Each Workforce Member will sign an acknowledgement that they had an opportunity to review policies/procedures. - Train through OfficeSafe resources. - Have Workforce Members take the HIPAA Quiz(zes), attain Certificates of Completion. - Sign Acknowledgement of Training. 	Employee Training Policy		
Termination Procedures	A	<ul style="list-style-type: none"> - Implement Workforce Member termination procedures. - Update Workforce Member Access Log upon termination. 	Employee Access to PHI Policy		
Workforce Security	R	<ul style="list-style-type: none"> - Review Workstation Use and Security Policy. - Complete Workforce Member Access Log. 	Workforce Member Access Log		

Technical Safeguards

Audit Controls	R	<ul style="list-style-type: none"> - Work with IT to examine all activity from workstation devices that contain ePHI 	Workstation Use and Security Policy		
Automatic Logoff	A	<ul style="list-style-type: none"> - Ensure that workstations have password 	Workstation Use and		

Physical Safeguards

Contingency Operations	A	<ul style="list-style-type: none"> - Review Contingency Plan with Key Members 	Emergency Planning		
Data Backup and Storage	A	<ul style="list-style-type: none"> - In Emergency Planning Section of 	Transmission of PHI		

Misc. HIPAA Safeguards

Access Establishment and Modification	A	<ul style="list-style-type: none"> - Periodically review each Workforce Member's access authorization level, and modify access rights 	Employee Access to PHI Policy		
Analytics and Data	A	<ul style="list-style-type: none"> - Make changes to Contingency Plan 	Emergency Planning		

To gain unrestricted access for every checklist you need to remain HIPAA compliant, **schedule a demo** with our team today!