Simplify HIPAA Compliance

# HIPPA Compliancy Checklist

**RBS IT SOLUTIONS**

# HIPAA Compliance Checklist

## WHAT IS HIPAA?

The Health Insurance Portability and Accountability Act (HIPAA) Security Rule was developed with the objective of safeguarding Protected Health Information that exists in an electronic form, otherwise known as ePHI.

## HIPAA SECURITY CHECKLIST

The following questions represent the core components necessary for HIPAA compliance. Please check off as applicable to self-evaluate your practice or organization.

This checklist is composed of general questions about the measures your organization should have in place to state that you are HIPAA compliant, and does not qualify as legal advice. Successfully completing this checklist DOES NOT certify that you or your organization are HIPAA compliant.

Our complimentary HIPAA Security Checklist summarizes HIPAA Security Rule requirements that should be implemented by covered entities and business associates. The citations are to 45 CFR § 164.300 et seq.

For additional resources concerning Security Rule requirements and compliance assistance, see the Office for Civil Rights (OCR) website. Remember, the Security Rule is subject to periodic amendment. Organizations should review the current rule requirements on a regular basis to ensure continued compliance.

☐ **Have you conducted the following six (6) required annual Audits/Assessments?**

☐ Security Risk Assessment     ☐ Security Standards Audit

☐ Privacy Assessment     ☐ Asset and Device Audit

☐ HITECH Subtitle D Audit     ☐ Physical Site Audit

☐ **Have you identified all gaps uncovered in the audits above?**

☐ Have you documented all deficiencies?

☐ **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?

☐ **Have you identified all Business Associates (and Confidentiality Vendors?)**

☐ Do you have Business Associate Agreements in place with all Business Associates?

☐ Have you audited your Business Associates to ensure that they are HIPAA compliant?

☐ Are you tracking and reviewing your Business Associate Agreements annually?

☐ **Do you have Policies and Procedures relevant to the annual 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?

☐ **Do you have a defined process in the event of 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?

☐ **Do you have Policies and Procedures relevant to the annual 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 created remediation plans to address deficiencies for the following?**

    ☐ Security Risk Assessment

    ☐ Privacy Assessment

    ☐ HITECH Subtitle D Audit

    ☐ Security Standards Audit

    ☐ Asset and Device Audit

    ☐ Physical Site Audit

*Disclaimer: Performing the following checklist does not guarantee that your organization is compliant with the HIPAA Audit protocol or OCR regulations. As a best practice, seek assistance from a certified HIPAA Auditor when completing a Security Risk Analysis.*

## Need Assistance?

HIPAA can be overwhelming. Implementing the necessary policies and procedures to ensure compliance is not an easy feat.

Still unsure about your compliance? We are here to help.

*Call us **316.425.0075** or email us **support@rbsitsolutions.com**.*

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