

HIPAA COMPLIANCE CHECKLIST



TECHNICAL PROTECTIONS

- ENCRYPT & AUTHENTICATE EPHI
- CONTROL/LOG ACCESS & CHANGES TO EPHI
- AUTO-LOGOFF



PHYSICAL PROTECTIONS

- CONTROL/MONITOR PHYSICAL ACCESS
- MANAGE WORKSTATIONS
- PROTECT & TRACK EPHI DEVICES



ADMINISTRATIVE PROTECTIONS

- ASSESS & MANAGE RISK
- TRAIN STAFF
- BUILD/TEST CONTINGENCIES
- BLOCK UNAUTHORIZED ACCESS
- SIGN BAAS
- DOCUMENT SECURITY INCIDENTS



HIPAA PRIVACY RULE TO-DO

- RESPOND TO PATIENT ACCESS REQUESTS
- INFORM PATIENTS WITH NPPS
- TRAIN STAFF
- MAINTAIN EPHI INTEGRITY
- GET PERMISSION TO USE EPHI
- UPDATE FORMS/COPY



HIPAA BREACH NOTIFICATION RULE TO-DO

- PROMPTLY NOTIFY PATIENTS
- HHS & POTENTIALLY THE MEDIA
- ENSURE YOUR NOTIFICATION CONTAINS THE 4 REQUIRED ELEMENTS



HIPAA OMNIBUS RULE TO-DO

- REFRESH YOUR BAA
- SEND NEW COPIES
- UPDATE PRIVACY POLICIES
- MODERNIZE NPPS
- TRAIN STAFF

Sample Hipaa Compliance Manual

Clemens Wendtner



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