

HIPAA CHECKLIST

		Not Started	In Process	Completed
Awareness & Education				
1	Has your organization had any Awareness Education on HIPAA Regulations and Compliance?			
2	Do you monitor or receive automated information regarding changes in HIPAA regulations (e.g. HIPAA-kit.com newsletter)?			
Project Planning				
3	Have you selected a Project Manager and Project Team for your HIPAA Project?			
4	Have you created a Project Plan?			
Electronic Transactions				
5	Have you completed an inventory of all information systems and work flow processes with regard to Electronic Transactions of PHI?			
6	Have you gathered, reviewed and compared your current billing forms, policies, and procedures to the HIPAA Electronic Transaction and Code Set regulations? (Applies to employers that process health care claims).			
Privacy				
7	Has your organization designated an Information Privacy and Security Officer as required by HIPAA?			
8	Have you gathered, reviewed and compared your current forms, policies and procedures to the HIPAA Privacy Regulations ?			
9	Have you developed policies and procedures that meet the needs of your Human Resources Department with regard to Privacy requirements for the protection of health information of your staff?			

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10	Have you developed processes for documenting, retention, distribution and discard of Protected Health Information (PHI) as required by HIPAA?			
11	Have you developed processes for receiving, investigating and documenting individual complaints?			
12	Have you provided a Notice of Privacy Practices to all employees who are covered by an employer-sponsored health plan?			
13	Have you compiled a list of vendors, health plans, business associates and trading partners that may receive PHI from you or provide PHI to you?			
14	Have you required a Business Associate Agreement with any covered entity who acts on your behalf, i.e. the insurance company providing your employees with health insurance or the Third Party Administrator who processes claims for your self-insured plan?			
	Security			
15	Has your organization completed a Security evaluation on the information systems used in conjunction with maintaining your current and future Protected Health Information?			
16	Does your organization have virus checking software, firewalls and operating systems that provide encryption and other security measures for safeguarding PHI?			
17	Does your organization perform back-ups of your data daily?			
18	Does your organization have a Disaster Recovery and Contingency Plan to meet the HIPAA Security Standards?			
19	Has your organization developed security policies and procedures with regard to confidentiality statements, individually identifying information system users, passwords, automatic logoff, acceptable use, e-mail, internet usage, authentication of workstations, monitoring and documenting unauthorized access, audit trails of users, sanctions for misuse or disclosure and termination checklists?			

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20	Has your organization provided for the overall physical security of your information systems, facility, staff and records containing PHI?			
21	Has your organization developed job descriptions for HIPAA required positions and all other positions in your organization?			
	General Information			
22	Have you developed a comprehensive training program for your organization's staff (both present and future) covering all HIPAA standards to include responsibilities and penalties for non-compliance?			
23	Does your organization have a Compliance Officer and General Compliance Plan to cover such things as fraud and abuse, codes of conduct, whistle-blower suits, auditing and monitoring, disciplinary standards and personnel issues, responding to problems, investigations and corrective actions?			