

HIPAA Privacy and Security Compliance Checklist

To get a better idea of the state of your HIPAA Privacy and Security compliance, use the following checklist to see how well you meet the Privacy and Security Rules...

Have You Done The Following?

- Conducted extensive risk analysis/risk management of all systems and processes containing electronic health protected information (EPHI)
- Updated your Sanction Policy to address consequences of non-compliance for members of the plan's workforce
- Appointed a Privacy and Security Officer
- Conducted security and privacy training for the plan's workforce
- Implemented procedures for backing up EPHI and retrieving backups
- Established a Contingency Plan that includes a Disaster Recovery Plan, Emergency Mode Operation Plan and other required elements
- Updated the Business Associate Agreement to include HIPAA Security
- Implemented controls to limit facility access to EPHI
- Implemented a policy on appropriate use and security of all workstations, including laptops
- Implemented policies and procedures on how to dispose of and re-use media and equipment that contains EPHI
- Implemented a policy that requires unique user identification and addresses how passwords should be managed
- Implemented a policy that addresses whether to encrypt or otherwise protect data that is both maintained and transmitted
- Amended the appropriate plan documents to allow EPHI access by the plan sponsor
- Established a procedure for issuing the Privacy Notice to covered employees when required (no less than every three years)
- Established rules on proper uses and disclosures of PHI

To pass this HIPAA Privacy and Security self-audit, all 15 items must be checked. If non-compliant, your company may be subject to civil money penalties.

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What is HIPAA Privacy & Security Compliance and what does it mean to me?

The Privacy Rule focuses on the use and disclosure of protected health information (PHI), such as employee's health claims and explanation of benefits. Employers are required to keep this information confidential and must have procedures in place to do so. It also requires employers to create certain administrative safeguards, like a business associate agreement.

The Security Rule addresses electronic protected health information (EPHI) and requires employers to prevent unlawful access to PHI that is maintained or transmitted in electronic form.

Both laws require that policies and procedures be established since they are considered the core of HIPAA compliance. Employers are also required to train their staff and regularly update their policies and procedures to ensure they remain fully compliant.

With HIPAA Solved, brought to you by Infinisource, you are only hours away from creating your customized Policy and Procedure manuals for HIPAA Privacy and Security as well as beginning your HIPAA Training.

HIPAA Solved is:

- **Effortless.** It's completely interactive, so there's no special training necessary.
- **Uncomplicated.** It's divided into separate modules, so you can walk through all the points of privacy & security at your own pace.
- **Customizable.** Creates Policy and Procedure and Administrative manuals to specifically reflect the policies and procedures in your office.
- **Verifiable.** Generates a Compliance Verification Report to confirm your HIPAA compliance.

HIPAA Solved software includes:

- Administrative forms to simplify the compliance process within your organization.
- An EZ Reference Guide to help your staff quickly comply with HIPAA.
- Our exclusive Compliance Guard™ feature warns you if you create a manual with non-compliant language.
- Instructional videos that clearly explain how to use this user friendly program.
- State privacy laws so you can apply the most stringent laws to your manuals.
- A Glossary of Terms that defines new HIPAA terminology.



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