

HIPAA Compliance Checklist

19 Steps to Ensure Cybersecurity Compliance

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1 Delegate

Assign HIPAA compliance, privacy, and security responsibilities.


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2 Risk Assessments

Perform PHI data security risk and HIPAA compliance risk assessment.


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3 Gap Analysis

Perform gap analysis and identify gaps in PHI security and patient privacy.


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4 Remediations

After the gap analysis, prioritize remediation targets.


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5 Add Safeguards

Deploy administrative, physical, and technical safeguards utilizing a security framework such as NIST CSF to protect the ePHI from unauthorized access.


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6 Privacy Process Implementation

Deploy privacy policies and procedures.


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7 Breach Process Implementation

Deploy breach notification policies and procedures.


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8 HIPAA Training

Ensure that a HIPAA compliance officer provides annual HIPAA training for all personnel.


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9 Share with Personnel

Ensure HIPAA policies and procedures are documented, disseminated, and acknowledged by all personnel.


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10 Incident & Breach Training

Provide annual incident response and breach response training to all personnel.


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11 Stay Up-to-Date

Provide periodic security and privacy updates.


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12 Access Controls

Monitor ePHI access logs regularly and deploy controls to detect unauthorized PHI access.


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13 Vendor Checks

Perform vendor due diligence and enact an annual review of vendor and business.


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14 Policy Records

Retain all policies and procedures documentation for at least six years from the date of creation or the date when policies were put into effect, whichever is later.


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15 Privacy Notices

At least once in three years, inform all individuals covered by the entity of the individual's rights, availability of privacy notice, and on how to obtain the document.


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16 PHI Storage

Retain all forms of PHI for at least six years.


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17 PHI Email Storage

Retain emails containing PHI for at least six years.


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18 Emergency Plans

Perform vendor due diligence and enact an annual review of vendor and business.


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19 Annual Audits

Perform annual HIPAA compliance audits to ensure you are still compliant, present systems are working, and to avoid breaches.



DID YOU KNOW?

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Breaches went up over 37% from the previous year, and trends show they are on the rise.

PENALTIES

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