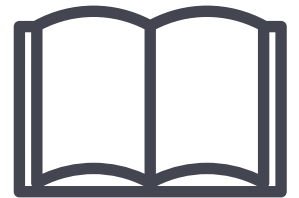


HIPAA/HITECH Assessment Checklist

Looking unorganized can provide a poor first impression to government auditors and your customers! This is the checklist you can use to help you understand your level of compliance, gauge your compliance risk, and prepare for your annual risk assessment. These are the items required to be HIPAA compliant.

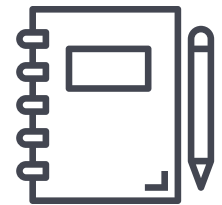
HIPAA Policies and Procedures

- HIPAA Privacy Policies, Procedures, and Forms
- HIPAA Security Policies, Procedures, and Forms
- HIPAA Breach Notification Policy and Procedure
- Most Recent Notice of Privacy Practices
- Privacy Officer's Job Description and Contact Information
- Security Officer's Job Description and Contact Information



Workflows and Evidence of Compliance

- Most Recent HIPAA Risk Analysis
- Most Current HIPAA Risk Mitigation/Risk Management Documentation
- Breach Notification Process
- Incident Management Process
- Business Associate Agreements with List of Business Associates
- Workforce HIPAA Training, Periodic HIPAA Updates, HIPAA Training Log
- Password Policies by System
- Workstation Security (Anti-Virus, password requirement and timeframes, workstation use, etc.)



Documentation Specific to Your Organization

- List of all Software Systems containing Protected Health Information
- List of all Hardware used in the Organization (Laptops, Computers, Servers, Tablets, Printers, etc.)
- List of all Devices and Systems that use Encryption, including type of Encryption
- List of all Users and Access into Systems with Protected Health Information
- Employee Handbook
- Organizational Chart
- Disaster Recovery and Breach Plan
- Faculty Security Plan and Office Layout

