HIPAA ASSIST™
Assisting you to be compliant!

THERAPY CLINIC SELF EVALUATION
HIPAA COMPLIANCE CHECKLIST

This exercise is intended to illustrate how prepared your clinic would be if a Health & Human Services representative were to visit or contact you.

- [ ] **DO YOU HAVE A NAMED AND ADEQUATELY TRAINED SECURITY & PRIVACY OR COMPLIANCE OFFICER?**
  - [ ] Does your staff know who they are and when/how to contact them?

- [ ] **HAS YOUR COMPLIANCE OFFICER CONDUCTED YOUR REQUIRED SECURITY RISK ASSESSMENT FOR THIS YEAR?**
  - [ ] Have they documented your required risk mitigation plan this year to identify any security/privacy gaps and completed a remediation plan to resolve them?
  - [ ] Has your Compliance Officer been periodically updating and maintaining the required documentation for your risk management/remediation plan?

- [ ] **HAS YOUR COMPLIANCE OFFICER WRITTEN/UPDATED YOUR REQUIRED HIPAA POLICIES AND PROCEDURES MANUAL THIS YEAR?**
  - [ ] Has every staff member attested to having read and understood this manual?
  - [ ] Did you conduct a test of your documented procedures for your Contingency Plan this year?
  - [ ] Have you had a breach in the past year?
  - [ ] If you had a breach, did you report it following your documented HIPAA procedures?

- [ ] **HAS YOUR COMPLIANCE OFFICER TRAINED YOUR NEW STAFF ON HIPAA PROTOCOL WITHIN YOUR POLICY'S DEFINED TIME PERIOD AFTER HIRING?**
  - [ ] Has your Compliance Officer trained your entire staff of owners, managers, admin, and employee-based providers this year?
  - [ ] Has your Compliance Officer, or anyone else, trained your contract providers on HIPAA?
  - [ ] Do you have documented proof of everyone's completed training?

- [ ] **DO YOUR BUSINESS ASSOCIATES HAVE A SIGNED BAA AGREEMENT?**
  - [ ] Did you review/update the BAA this year to see if it contains the current required HIPAA content?
  - [ ] Did you re-verify this year that each Business Associate is HIPAA-compliant?