

HIPAA Compliance Checklist

Document for Healthcare Consultants

Date: _____

Client Name: _____

Administrative Safeguards

1. ☐ Security Management Process established
2. ☐ Risk Analysis and Risk Management performed and documented
3. ☐ Sanction Policy for staff noncompliance
4. ☐ Security Officer designated
5. ☐ Workforce HIPAA training completed
6. ☐ Information Access Management procedures implemented
7. ☐ Contingency Plan in place (data backup & disaster recovery)
8. ☐ Ongoing evaluation of Security Policies and Procedures

Physical Safeguards

1. ☐ Facility access controls implemented
2. ☐ Workstation use and security policies documented
3. ☐ Device and media controls enforced (disposal, re-use, inventory)

Technical Safeguards

1. ☐ Unique user identification for all system users
2. ☐ Measures for Emergency access in place
3. ☐ Automatic logoff procedures enabled
4. ☐ Encryption and decryption protocols applied to PHI
5. ☐ Mechanisms for audit controls and activity monitoring

Organizational Requirements

1. ☐ Business Associate Agreements (BAAs) executed and reviewed
2. ☐ Policies for data sharing with third-party vendors

Policies, Procedures & Documentation

1. ☐ Written policies and procedures for HIPAA compliance in place
2. ☐ Required documentation retained for six years
3. ☐ Policies regularly reviewed and updated

Consultant Initials: _____ Date: _____

