

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: _____

