

HIPAA Compliance Assessment Checklist

Sample blank checklist for Healthcare Technology organizations assessing HIPAA compliance.

Administrative Safeguards

- ☐ Conduct risk analysis for ePHI exposure
- ☐ Assign security responsibility to appropriate personnel
- ☐ Develop/maintain security policies and procedures
- ☐ Perform regular workforce training and awareness
- ☐ Implement contingency and data backup plans

Physical Safeguards

- ☐ Control facility access and verify visitor authorization
- ☐ Establish workstation use and security procedures
- ☐ Protect devices storing or transmitting ePHI

Technical Safeguards

- ☐ Implement unique user IDs and authentication mechanisms
- ☐ Set up access controls and activity logs
- ☐ Encrypt ePHI at rest and during transmission
- ☐ Enable automatic logoff for inactive sessions

Organizational Requirements

- ☐ Execute required Business Associate Agreements (BAAs)
- ☐ Document all policies, procedures, and assessments

Policies, Procedures & Documentation

- ☐ Create and maintain written HIPAA policies
- ☐ Monitor and update compliance documentation regularly

