

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

