HIPAA Compliance Checklist

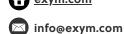


Keeping up with compliance can be intimidating, but Exym is here to make your job a little easier. Use this printable checklist to ensure your systems are buttoned up to avoid breaches, HIPAA violations, and other privacy and safety infractions.

Required Assessment	s and Audits		
☐ Security Risk Ass☐ Privacy Standard☐ HITECH Subtitle☐ Security Standard☐ Asset and Device☐ Physical Site Aud	ds Audit D Privacy Audit rds Audit e Audit		
Remediation Plans			
☐ Created remediated found in the above	•	iting to address def	iciencies
☐ Documented report of an audit	mediation plans	are kept for 6 years	in case
\square Review and upd	ate remediation	plans every 6 to 12 r	nonths
Staff Training and Doo	umentation		
☐ At least one staf Compliance Office		ignated as the HIPA	A
☐ Annual HIPAA tr of completion	aining for all sta	ff members with do	cumentation
•	•	are documented an nsure knowledge an	•
☐ Documentation	of a defined pro	cess for incidents ar	nd breaches
E		(800) 913-988	3







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Required Assessments and Audits

☐ Set and implement company-wide password protocol, to ensure employees are:
\square Creating a new password for every site, program, device, etc.
☐ Passwords are at least eight characters with a combination of upper and lower case letters, at least one number, and special character
☐ Passwords are not stored on a piece of paper, Google or Word doc, or any other insecure document. We recommend using a password manager, which is often very affordable and intuitive
☐ Passwords are changed quarterly
\square Anti-virus software is set up and regularly updated
\square Employees complete anti-phishing and hacking training
$\hfill\Box$ Client data is securely backed up and can be accessed in the event of an emergency or natural disaster
☐ User permissions are granted on a need-to-know basis so not every employee has access to unnecessary information
$\hfill\square$ Protected health information is encrypted at rest and in transmission
☐ Documentation of all your vendors and Business Associates with access or potential access to personal health information
☐ Business Associate Agreements are in place with all vendors and they have strict security measures and training

Exym EHR software's built-in compliance assistance and our customized implementation sets our customers up for success, allowing them to focus on what they do best: caring for clients.