



HIPAA COMPLIANCE GUIDELINES

The following areas have to
be essential elements of a
HIPAA compliance program.
Use the checkboxes below to see
if you are compliant.

REQUIRED ANNUAL AUDIT

Have you conducted the following?

- ☐ Security Risk Assessment
- ☐ Privacy Standards
- ☐ HITECH Subtitle D Privacy
- ☐ Security Standards Audit
- ☐ Asset and Device Audit
- ☐ Physical Site Audit

DOCUMENTING GAPS

- ☐ Have you identified all gaps uncovered in the audits above?
- ☐ Have you documented all deficiencies?

REMEDIATION PLANS

- ☐ Have you created remediation plans to address deficiencies found in all six audits?
- ☐ Are these remediation plans fully documented in writing?
- ☐ Do you update and review these remediation plans annually?
- ☐ Is annually documenting remediation plans retained in your records for six years?

STAFF TRAINING

- ☐ Have all staff members undergone annual HIPAA training?
- ☐ Do you have documentation of their training?
- ☐ Is there a staff member designated as the HIPAA Compliance, Privacy and/or Security Officer?

Hipaa Compliance Guidelines For Appointment Scheduling

Emilie Sanchez



Hipaa Compliance Guidelines For Appointment Scheduling:

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