

HIPPA Walk Through Check-List: Conduct your own on-site walk through using the Check List. Each item should be verified with the site documentation. This process is critical to ensure that your written policies and procedures are the actual rules by which you run your facility.

Location: _____ Date: _____ Conducted by: _____

Yes	?	No	HIPAA Walk Through Check-List	Notes
			Do you have a formally designated person or position as your organization's privacy and security officer?	
			Do you have documented privacy and information security policies and procedures?	
			Have they been reviewed and updated, where appropriate, in the last six months?	
			Have the privacy and information security policies and procedures been communicated to all personnel, and made available for them to review any time?	
			Do you provide regular training and ongoing awareness communications for information security and privacy for all your workers?	
			Have you done a formal information security risk assessment in the last 12 months?	
			Do you regularly make backups of business information, and have documented disaster recovery and business continuity plans?	
			Do you require all types of sensitive information, including personal information and health information, to be encrypted when it is sent through public networks and when it is stored on mobile computers and mobile storage devices?	
			Do you require information, in all forms, to be disposed of using secure methods?	
			Do you have a documented breach response and notification plan, and a team to support the plan?	