

HIPAA Compliance Checklist

The following are identified by HHS OCR as elements of an effective compliance program.
Please check off as applicable to self-evaluate your practice or organization.

Have you conducted the following six (6) required annual Audits/Assessments?

- | | |
|--|---|
| <input type="checkbox"/> Security Risk Assessment | <input type="checkbox"/> Security Standards Audit |
| <input type="checkbox"/> Privacy Standards Audit (Not required for BAAs) | <input type="checkbox"/> Asset and Device Audit |
| <input type="checkbox"/> HITECH Subtitle D Privacy Audit | <input type="checkbox"/> Physical Site Audit |

Have you identified all gaps uncovered in the audits above?

- Have you documented all deficiencies?

Have you created remediation plans to address deficiencies found in all six (6) Audits?

- Are these remediation plans fully documented in writing?
 Do you update and review these remediation plans annually?
 Are annually documented remediation plans retained in your records for six (6) years?

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?

Do you have Policies and Procedures relevant to the annual HIPAA Privacy, Security, and Breach Notification Rules?

- Have all staff members read and legally attested to the Policies and Procedures?
 Do you have documentation of their legal attestation?
 Do you have documentation for annual reviews of your Policies and Procedures?

Have you identified all of your vendors and Business Associates?

- Do you have Business Associate Agreements in place with all Business Associates?
 Have you performed due diligence on your Business Associates to assess their HIPAA compliance?
 Are you tracking and reviewing your Business Associate Agreements annually?
 Do you have Confidentiality Agreements with non-Business Associate vendors?

Do you have a defined process for incidents or breaches?

- Do you have the ability to track and manage the investigations of all incidents?
 Are you able to provide the required reporting of minor or meaningful breaches or incidents?
 Do your staff members have the ability to anonymously report an incident?

*** AUDIT TIP: If audited, you must provide all documentation for the past six (6) years to auditors.**

*Need help completing your Checklist? Schedule your HIPAA consultation today at
855-85-HIPAA or info@compliancygroup.com*

This checklist is composed of general questions about the measures your organization should have in place to state that you are HIPAA compliant, and does not qualify as legal advice. Successfully completing this checklist **does not** certify that you or your organization are HIPAA compliant.

Hipaa Manual Simple

Marilyn Takahashi Fordney



Hipaa Manual Simple:

HIPAA Plain & Simple Carolyn P. Hartley, Edward Douglass Jones, 2004 HIPAA Plain and Simple demystifies the complex HIPAA regulations for those in the medical office who have direct patient contact or are responsible for safeguarding patient information It is written by HIPAA authorities in plain language so that everyone in the office from new employees to the receptionist to the physician s management team will understand what it means to be HIPAA compliant and how to achieve compliance Features include a description and analysis of HIPAA components including the final security rule charts graphs and timelines at a glance lists easy to understand procedures scenarios for discussion a month by month HIPAA training program and an internal and external HIPAA communications plan

HIPAA Plain & Simple Carolyn P. Hartley, Ed Jones (III.), 2010 This book is for nurses billing and insurance specialists business associates Physicians and office managers A resource for help understanding risk analysis security implementation process HIPAA and HITECH strategies Provided by publisher

The Paper Office for the Digital Age, Fifth Edition Edward L. Zuckerman, Keely Kolmes, 2016-11-21 Significantly revised and updated to include online and computerized aspects of private practice this essential manual has given many tens of thousands of clinicians the complete record keeping and risk reduction tools that every psychotherapy practice needs The book provides effective methods for obtaining informed consent planning treatment and documenting progress managing HIPAA compliance maintaining clinical and financial records communicating with clients and third party payers and reducing malpractice risk Drawing from the professional literature it features key guidance and easy to digest pointers about the ethical legal and business aspects of practice With a large size format and lay flat binding for easy photocopying of the 53 reproducible forms and handouts the book includes a CD ROM that lets purchasers customize and print the reproducible materials New to This Edition Updated throughout to reflect today s greater use of electronic digital technologies in practice management Chapter on insurance and billing coping with managed care and Medicare Chapter on private practice marketing including Internet and social media dos and don ts Expanded topics HIPAA compliance ICD 10 responding to subpoenas and using online technologies for billing communication and record keeping Information about hundreds of websites dealing with all aspects of operating a practice See also Clinician s Thesaurus 7th Edition and Clinician s Electronic Thesaurus Version 7 0 by Edward L Zuckerman indispensable resources for conducting interviews and writing psychological reports

Quick Guide to HIPAA Brenda K. Burton, 2004 This supplement takes the guesswork out of the Health Insurance Portability and Accountability Act It explains HIPAA in simple terms and puts it in the setting of the physician s office Covering Title I Health Insurance Reform and Title II Administrative Simplification this guide emphasizes the importance of compliance with HIPAA and describes the repercussions if a practice does not comply It also dispels some of the myths surrounding HIPAA Taking compliance one step further it also describes the importance of complying with the fraud and abuse policy of the Centers for Medicare and Medicaid CMS Office of

Inspector General OIG This guide is especially useful for insurance billers and medical coders Applied Behavior Analysis Advanced Guidebook James K. Luiselli, 2017-08-23 The Applied Behavior Analysis Practice Guidebook A Manual for Professional Practice gives behavioral practitioners pragmatic advice direction and recommendations for being an effective clinician consultant supervisor and performance manager The book adopts a how to do it perspective featuring contributions from expert scientist practitioners Each chapter introduces the relevance of the topic for practicing professionals describes and synthesizes the empirical basis of the topic and then presents practitioner recommendations With this format readers can navigate the chapters with familiarity and confidence to facilitate the understanding of content and integration of the many practice areas addressed Focuses on the professional practice areas of board certified behavior analysts Includes forms tables flowcharts and other visual aids to assist in BCBA work Concludes each chapter with a practice guidelines checklist Features contributions from notable experts in distinct specialty areas Helps readers build skills and competencies as an applied behavior analyst

The Caregiver's Toolbox Carolyn P. Hartley, Peter Wong, 2015-08-03 Millions of Americans are or will be amateur caregivers for ill spouses parents or friends Caregivers today more than ever use technology to help manage schedules medication routines and pharmacy reminders legal and financial affairs as well as travel and expenses Yet recent insurance options and health care s emerging digital world make for an overwhelming complex process If you are one of the 64 million current caregivers could you access your parents critical documents in an emergency using their user IDs and passwords Do you know how often your parents or parents in law are taking medications how often your loved one goes to the doctor and how to be involved in medical and life decisions Statistics show 85 percent of caregivers are not trained in caregiving so many people are likely winging it picking up pieces of information here and advice there The Caregiver s Toolbox is your guide to cool apps and online tools insider tips on how to reduce your medical bills your privacy rights as a caregiver where to go for free and low cost help and much more It clearly shows which tools will relieve your stress and those that may add stress The authors dedicate much of their professional lives to helping people navigate the health care matrix For updates on tools applications and emerging technology visit the authors website www.caregivers toolbox.com

HIPAA Made Simple , 2001 **HIPAA Desk Reference 2003** Medicode, Ingenix, 2002 HIPAA Desk Reference is a straightforward practical and easy to use reference that provides a fundamental understanding of all the HIPAA provisions This product will break the regulation down into targeted and manageable components allowing users to improve their knowledge of the regulations and assist in the development of critical assessment questions

Documentation in Counseling Records Bob Mitchell, 2007 Fully revised in accordance with the 2005 ACA Code of Ethics and with an expanded focus on ethical conduct and the importance of professional values this incisive and helpful monograph offers practical guidelines on how to keep client records that are legally clinically and fiscally sound Bob Mitchell provides basic information on how counselors can help protect themselves from lawsuits and allegations of unethical conduct assist in court

cases speed third party reimbursements master electronic record keeping and enhance the quality of care through effective communication This edition contains new information on cultural sensitivity online counseling dual relationships sexual relationships and integrity In addition a new chapter on ethical considerations offers counselors a mini workshop format for discussing ethical and procedural questions in the workplace Frequently asked questions and a list of additional resources are also provided Both novice and experienced counselors will find this book useful for risk management including those in the mental health developmental disability substance abuse psychosocial rehabilitation school counseling and criminal justice fields Publisher description *Internship, Practicum, and Field Placement Handbook* Brian N. Baird, 2015-07-14 The Internship Practicum and Field Placement Handbook Seventh Edition is a practical guide to the real world knowledge and skills that students need when they begin working in the field of mental health This text guides interns through every phase of the internship process from finding placements to concluding relationships with clients and supervisors Along the way students learn about ethics clinical writing and record keeping working with peers and supervisors understanding diversity and self care and safety Following an evidence and competency based approach the latest research findings are reviewed from the fields of psychology social work and counseling **HIPAA Privacy Source Book** William S. Hubbardt, 2004 Preparing business managers and human resources professionals for the myriad questions surrounding the new Health Insurance Portability and Accountability HIPAA Privacy Rule this guide has more than 80 tools that help employers understand and comply with the new statutes Sample policies procedures and forms will aid in quickly developing a privacy program and training materials will aid in educating employees as to its requirements Checklists and training materials include requirements for group health plans an authorization checklist and a training leader s guide A section by section summary of the Privacy Rule provides an accessible summarized reference A CD ROM with forms policies checklists and training materials in both PDF and rich text formats is included **AALL Directory and Handbook** American Association of Law Libraries, 2004 **CISO COMPASS** Todd Fitzgerald, 2018-11-21 1 Best Selling Information Security Book by Taylor Francis in 2019 2020 2021 and 2022 2020 Cybersecurity CANON Hall of Fame Winner Todd Fitzgerald co author of the ground breaking ISC 2 CISO Leadership Essential Principles for Success Information Security Governance Simplified From the Boardroom to the Keyboard co author for the E C Council CISO Body of Knowledge and contributor to many others including Official ISC 2 Guide to the CISSP CBK COBIT 5 for Information Security and ISACA CSX Cybersecurity Fundamental Certification is back with this new book incorporating practical experience in leading building and sustaining an information security cybersecurity program CISO COMPASS includes personal pragmatic perspectives and lessons learned of over 75 award winning CISOs security leaders professional association leaders and cybersecurity standard setters who have fought the tough battle Todd has also for the first time adapted the McKinsey 7S framework strategy structure systems shared values staff skills and style for organizational effectiveness to the practice of leading cybersecurity to

structure the content to ensure comprehensive coverage by the CISO and security leaders to key issues impacting the delivery of the cybersecurity strategy and demonstrate to the Board of Directors due diligence The insights will assist the security leader to create programs appreciated and supported by the organization capable of industry peer award winning recognition enhance cybersecurity maturity gain confidence by senior management and avoid pitfalls The book is a comprehensive soup to nuts book enabling security leaders to effectively protect information assets and build award winning programs by covering topics such as developing cybersecurity strategy emerging trends and technologies cybersecurity organization structure and reporting models leveraging current incidents security control frameworks risk management laws and regulations data protection and privacy meaningful policies and procedures multi generational workforce team dynamics soft skills and communicating with the Board of Directors and executive management The book is valuable to current and future security leaders as a valuable resource and an integral part of any college program for information cybersecurity

AMA Physician ICD-9-CM 2006 American Medical Association,2005 *Nursing Today - E-Book* JoAnn Zerwekh,Ashley Zerwekh Garneau,2013-08-07 A student favorite for its easy to read style real life applications and humorous cartoons
Nursing Today Transition and Trends 7th Edition helps you make a successful transition from student to practicing nurse It covers the profession s leading issues and opportunities ensuring that you graduate not only with patient care skills but with career development skills including resume writing finding a job and effective interviewing Test taking tips and strategies prepare you for the NCLEX RN exam and discussions of communication and management issues prepare you to succeed in the workplace In this edition well known educator JoAnn Zerwekh and coauthor Ashley Zerwekh Garneau provide the latest information on nursing issues and trends including health care reform patient safety collective bargaining and emergency preparedness Thorough coverage prepares you for a professional nursing career by including all of the most important issues faced by the new nurse An engaging presentation features lively cartoons chapter objectives bibliographies and colorful summary boxes Critical Thinking boxes are located in every chapter with relevant questions and exercises to apply what you have learned to clinical practice Evidence Based Practice boxes focus on the research evidence that supports clinical practice Real life scenarios in each chapter illustrate and personalize the chapter topics An emphasis on making the transition into the workplace is included in chapters such as NCLEX RN and the New Graduate Employment Considerations Opportunities Resumes and Interviewing and Mentoring and Preceptorship A companion Evolve website includes Case Studies for every chapter test taking strategies a sample NCLEX test tutorial a sample NCLEX exam appendices and resume builder templates for creating professional resumes and cover letters **HIPAA Plain & Simple** Carolyn P. Hartley,Ed Jones (III.),2011 This book is for nurses billing and insurance specialists business associates physicians and office managers A resource for help understanding risk analysis security implementation process HIPAA and HITECH strategies Provided by publisher

Nursing Today - Revised Reprint JoAnn Graham Zerwekh,Ashley Zerwekh Garneau,2013-01-01 A student favorite for

its easy to read style real life applications and humorous cartoons Nursing Today Transition and Trends 7th Edition Revised Reprint helps you make a successful transition from student to practicing nurse It covers the profession s leading issues and opportunities ensuring that you graduate not only with patient care skills but with career development skills including resume writing finding a job and effective interviewing Test taking tips and strategies prepare you for the NCLEX RN exam and discussions of communication and management issues prepare you to succeed in the workplace In this edition well known educator JoAnn Zerwekh and coauthor Ashley Zerwekh Garneau provide the latest information on nursing issues and trends including health care reform patient safety collective bargaining and emergency preparedness Thorough coverage prepares you for a professional nursing career by including all of the most important issues faced by the new nurse An engaging presentation features lively cartoons chapter objectives bibliographies and colorful summary boxes Critical Thinking boxes are located in every chapter with relevant questions and exercises to apply what you have learned to clinical practice Evidence Based Practice boxes focus on the research evidence that supports clinical practice Real life scenarios in each chapter illustrate and personalize the chapter topics An emphasis on making the transition into the workplace is included in chapters such as NCLEX RN and the New Graduate Employment Considerations Opportunities Resumes and Interviewing and Mentoring and Preceptorship A companion Evolve website includes Case Studies for every chapter test taking strategies a sample NCLEX test tutorial a sample NCLEX exam appendices and resume builder templates for creating professional resumes and cover letters Completely revised chapter on Mentorship Preceptorship and Nurse Residency Programs complete with new relevant websites online resources and integrated recommendations from the 2010 Institute of Medicine Completely revised chapter on NCLEX RN Examination and the New Graduate complete with the 2013 NCLEX RN Detailed Test Plan Health care reform is covered in the Economics of the Health Care Delivery System chapter including the Patient Protection and Affordable Care Act of 2010 and the new Patient Bill of Rights as they apply to health care delivery and cost Updated Health Care Organization and Patterns of Nursing Care Delivery chapter covers the results of managed care and explains the p4p pay for performance payment system eliminating payment for medical errors as urged by the Institute of Medicine and the collaboration at all levels of care to prevent medical errors and improve quality of care A chapter on collective bargaining and unions covers the creation in 2009 of the largest union and professional organization of registered nurses the National Nurses United NNU and related issues Updated Emergency Preparedness chapter covers The World Health Organization s WHO global pandemic influenza plan and its relation to public health and immunization Coverage of QSEN and Patient Safety includes not only Quality and Safety Education for Nurses but also the National Patient Safety Foundation and the Institute of Medicine competencies related to patient safety as well as better communication among health care providers quality improvement and guidelines from The Joint Commission Coverage of evidence based practice includes management protocols and interventions used as the basis for clinical outcomes *HIPAA in Practice*

American Health Information Management Association. HIM Products and Services Team, 2004 HIPAA in practice is a compilation of AHIMA practice briefs position statements and Journal of AHIMA articles This text delivers timely authoritative information on various aspects of the final HIPAA privacy security regulations from an HIM perspective

Insurance Handbook for the Medical Office Marilyn Takahashi Fordney, 2006 Offering guidance for all aspects of submitting tracing appealing and transmitting claims for today s full range of health plans this essential reference streamlines administrative procedures and increases office efficiency during the insurance billing process The 9th edition has been completely updated to include the latest information on essential topics such as the HIPAA regulations diagnostic coding procedural coding office and insurance collection strategies Medicare and more In addition this trusted resource of choice for medical insurance specialists is now printed in full color and contains a CD ROM that features Altapoint software that simulates the billing process and provides real world experience All content has been reviewed by industry experts and meticulously updated to reflect recent changes in insurance claim filing Procedural coding CPT and HCPCS and diagnostic coding ICD 9 CM and required documentation are emphasized as keystones to obtaining maximum reimbursement Unique color coded payer icons clarify information specific to different payers and help you understand CMS claim form completion Special HIPAA Alerts throughout the book help you comply with important governmental privacy regulations Emphasizes procedural CPT and HCPCS and diagnostic ICD 9 CM coding and documentation since they are the keystones to obtaining maximum reimbursement Block by block explanations and examples clearly demonstrate the correct way to complete the CMS 1500 claim form A wealth of completed sample insurance forms show how concepts are applied in real life Completely revised and updated to provide the most up to date information available Special HIPAA Alerts throughout the book help you comply with important governmental privacy regulations Accompanying CD ROM features AltaPoint software that simulates the billing process and provides realistic practice with patient scenarios An entire new chapter is dedicated to compliance and the e health initiative New Form icons and Computer icons throughout the text indicate the industry s current state of transition HIPAA@IT Reference Roy Rada, 2001

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