

Health Information Compliance Alert

Compliance Tool: Got It Covered? Audit Your HIPAA Policies With This Checklist

Quiz your security officers to be sure.

For compliance, be sure your privacy policies cover the following, advises the American Health Information Management Association.

- Access to data
- Accounting of disclosures
- Amendment of records
- Audits
- Authentication of individuals
- Authorization to disclose
- Business associates
- Code of conduct
- Computer disposal
- Computer use
- Consent for psychotherapy records
- Consent for general use and disclosure
- Data use agreement
- Discipline
- Employee access to protected health information (PHI)
- Employee code of behavior
- Employee confidentiality
- Employee screening
- Facsimile form
- Hybrid entity
- IRB policies
- Job description--Privacy Officer
- Medical record location
- Data inventory
- Minimum necessary requirements
- Notice of health information practices
- External destruction of data
- Internal destruction of data
- Training
- Record retention
- Reporting mechanism
- Request for PHI
- Restricting use of PHI
- Awareness of HIPAA
- Internet posting of the Notice

Note: For additional tools and resources related to HIPAA privacy rule compliance, go to the Web site of the **Health Privacy Project** at www.healthprivacy.org/.

