

# Health Information Compliance Alert

## Sample Document: The Walkthrough Checklist

Conduct a walkthrough to quickly and easily monitor your staff's HIPAA compliance. This checklist, created by **Patricia Johnston**, a consultant with **Texas Health Resources** in Arlington, can help you catch violations and track problem areas.

### Activity:

Confidential information is discussed by staff in public areas.

Conversations with patient/family regarding confidential information are held in public areas.

Overhead and intercom announcements include confidential information.

Phone conversations and dictation are in areas where confidential information can be overheard.

Computer monitors are positioned to be observed by visitors in public areas.

Unattended computers are not logged out or protected with password-enabled screen savers.

Computer passwords are shared or posted for unauthorized access.

Documents, films and other media with confidential patient information are not concealed from public view.

Whiteboards in public areas have more than the allowable information.

Medical records are not stored or filed in such a way as to avoid observation by passersby.

Confidential patient information is called out in the waiting room.

Confidential information is left on an unattended fax machine in unsecured areas.

Confidential information is left on an unattended printer in unsecured areas.

Confidential information is left on an unattended copier in unsecured areas.

Confidential information is found in trash, recycle bins or unsecured pre-shredding receptacles.

Patient lists, such as scheduled procedures, are readily visible by patients or visitors.

Contractors, vendors and other non-patient visitor third parties are not appropriately identified.  
Staff are not wearing name badges.

Patient records not filed in locking storage cabinets or rooms that are locked when unattended.

Security access mechanisms for buildings or departments are bypassed.

When questioned, staff demonstrate lack of privacy awareness.

**For each item listed, check if observed or not, number of occurrences, and any comments.**