

HIPAA ASSESSMENT CHECKLIST

This assessment checklist is a tool designed to help you evaluate your current HIPAA Policy and Procedure Manual. Although your information may differ in appearance from this assessment checklist, the essence of the information on this checklist must be contained within your HIPAA Policies and Procedures.

PHARMACY PRIVACY POLICY AND PROCEDURE MANUAL

ADMINISTRATIVE REQUIREMENTS

- Personnel Designations
 - Form ~ Letter of Personnel Designation
- Policies and Procedures
- Documentation
- Workforce Classification for PHI Access
 - Form ~ Workforce Assessment for PHI Access
 - Form ~ Workforce Assessment Interview Sheet
 - Form ~ Master PHI Access List (Classification I, II, III)
- Training
 - Form ~ Training Summary: An Individual's (Patient) Rights
 - Form ~ Training Summary: Workforce Responsibilities
 - Form ~ Acknowledgement of Confidentiality Restrictions
 - Form ~ Certificate of Training
 - Form ~ Workforce HIPAA Training Log
- Reporting Breaches
- Safeguarding PHI
 - Form ~ Pharmacy HIPAA Compliance Assessment
- Prohibiting Retaliatory Acts
- Waiver of Rights
- Complaints
 - Form ~ Complaint
 - Form ~ Notification of Complaint Resolution
- Investigation
- Mitigation
- Sanctions (Workforce)
- Termination, Suspension and Resignation (Workforce)
 - Form ~ Workforce Member Exiting Checklist
 - Form ~ Notification of Ongoing Rights and Responsibilities with Respect to Protected Health Information
- Notice of Privacy Practices

INDIVIDUAL'S RIGHTS

- Form ~ Notice of Privacy Practices
- Form ~ Acknowledgement of Receipt of the Notice of Privacy Practices
- Form ~ Notice of Privacy Practices Quad-fold Legal Style
- Restrictions of Uses/Disclosures (Requests)
 - Form ~ Request for Restriction of Uses and Disclosures
 - Form ~ Notice of Denial for Restrictions
 - Form ~ Notice of Acceptance for Restrictions
- Confidential Communication (Alternative Arrangements)
 - Form ~ Request for Alternative Arrangements for Confidential Communication
 - Form ~ Notice of Acceptance for Alternative Arrangements for Confidential Communication
 - Form ~ Notice of Denial for Alternative Arrangements for Confidential Communication
- Access to Records
 - Form ~ Request to Access Records
 - Form ~ Notice of Acceptance to Access Records
 - Form ~ Notice of Denial to Access Records
 - Form ~ Review of Denial to Access Records
- Amendment to PHI (Requests)
 - Form ~ Request for Amendment to PHI
 - Form ~ Notification of Acceptance for Amendment to PHI
 - Form ~ Notification of Denial for Amendment to PHI
- Accounting of Disclosures
 - Form ~ Request for Accounting of Disclosures

USES AND DISCLOSURES

- Business Associates
 - Form ~ Sample Business Associate Agreement
- Minimum Necessary (Assessments)
 - Form ~ Minimum Necessary Assessment for Disclosure of PHI
- De-Identification of PHI
- Verification of Identity/Authority for Access to PHI
- Personal Representative
- Limited Data Set
- Whistleblowers and Workforce Crime Victims
- Treatment, Payment, and Health Care Operations
- Authorizations for Use/Disclosure of PHI
 - Form ~ Notice of Revocation of an Authorization
- Marketing
- Opportunity to Agree or Object
- Public Health Activity
- Victims of Abuse, Neglect, or Domestic Violence
- Health Oversight Activities
- Judicial and Administrative Proceedings
- Law Enforcement Purposes
- Decedents
- Research Purposes
- Avert a Serious Threat to Health or Safety
- Specialized Government Functions
- Workers' Compensation
- Fundraising
 - Form ~ Fundraising Opt Out Master List
 - Form ~ Fundraising Opt Out Letter

PHARMACY SECURITY POLICY AND PROCEDURE MANUAL

ADMINISTRATIVE SAFEGUARDS

- Assigned Security Responsibility
Form ~ Letter of Personnel Designation Security
- Security Management Process
Form ~ Risk Analysis
- Workforce Security
- Workforce Classification for PHI Access
Form ~ Workforce Member Exiting Checklist
- Information Access Management
Form ~ Workforce Assessment for PHI Access
- Security Awareness and Training
- Vendor Software Patches and Updates
- Security Incident Procedures
- Contingency Plan
Form ~ Disaster Recovery Plan
Form ~ DRT After Actions Report
- Evaluation

PHYSICAL SAFEGUARDS

- Facility Access Controls
Form ~ Access Control and Validation
Form ~ Master PHI Access List
Form ~ Visitor Sign-In Sheet
- Workstation Use
Form ~ Workstation Usage Rules
- Workstation Security
- Device and Media Controls
Form ~ Accounting of Hardware and Electronic Media
Form ~ PHI Sign-Out Log
Form ~ Sanitization of PHI Media
Form ~ Destruction of PHI Media
Form ~ Equipment Inventory Log

TECHNICAL SAFEGUARDS

- Access Control
- Audit Controls
- Integrity
- Person or Entity Authentication
- Transmission Security