

HR HIPAA Compliance Checklist

Find out if your business is HR HIPAA compliant with our handy checklist.



Use the checklist below to assess whether your organization is HR HIPAA compliant.

Does your organization:

- Have a documented plan on security and privacy policies around HIPAA compliance and personal responsibility?
- Require communication on those policies and procedures to all employees annually?
- Require all e-PHI to be encrypted when shared across public networks?
- Limit access to PHI to only employees who need the information to perform their job functions?
- Have policies and procedures in place regarding the secure disposal of PHI?
- Have policies and procedures in place to account for and document any disclosures of PHI?
- Have policies and procedures in place to notify the appropriate parties in the event of a privacy breach?
- Regularly update security and privacy policies annually?
- Regularly conduct a formal information security risk assessment (within the last 12 months)?
- Have a delegated HIPAA Security Officer at your organization for a single point of contact?

Yes	No
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The Health Insurance Portability and Accountability Act (HIPAA) and corresponding Security and Privacy Rules establish national standards for privacy rights and expectations when it comes to a person’s Protected Health Information (PHI). As part of these rules, entities with access to health information (health insurance providers, medical professionals, employers) included under HIPAA are required to comply with certain rules regarding the protection and sharing of individually identifiable health information.

If you were able to answer “yes” to the majority of these questions, your business is well on its way to becoming HR HIPAA compliant. If you checked mostly “no,” you may have some serious work to do.

If you’re starting to think that your business doesn’t have the resources to become HR HIPAA compliant, you’re not alone. Many employers decide they don’t have the time or expertise to handle these kinds of human resources compliance and other administrative functions, and decide to outsource their HR instead.

If complying with HIPAA, FLSA, ADA, and other employment laws has you feeling out of your depth, contact G&A Partners today to learn how our experts can minimize the burden of HR compliance.

