

# HIPAA

## ANNUAL CHECKLIST

### WHAT CAN HAPPEN IN A YEAR?

Too often, more than planned! In today's world of savvy cybercriminals, it's a smart business strategy to shore up your defenses and review HIPAA materials annually.

### MATERIALS TO REVIEW ANNUALLY INCLUDE:

- Privacy and Security Policies
- Risk Analysis
- Plan Amendments
- Business Associate Agreements
- Notice of Privacy Practices
- Your Workforce Training

**If any of the following changes occurred within the year, consider reviewing your HIPAA policies and procedures:**

- ☐ Health, dental, vision, FSA, and, wellness plans
- ☐ Plan design, administration, and documentation
- ☐ Brick-and-mortar relocation
- ☐ Employment policies relating to remote work and mobile device use
- ☐ Hardware device management (i.e., desktops & laptops)
- ☐ Servers, software, and cloud systems
- ☐ E-mail and encryption providers
- ☐ Payroll and benefit administrations systems
- ☐ New or changes to business association relationships
- ☐ Workforce attrition or acquisition, especially to those requiring access to PHI (e.g., IT, HR, Administrations, and C-Suite. Don't forget to remove access to staff who no longer need access to PHI!)



**REMEMBER! HIPAA Privacy and Security Policies are also prime candidates for review if:**

- ☐ Your business experienced a privacy or security breach
- ☐ Regulations Changed