

Compliance Officer Checklist

Task	Signature	Date of completion
1. Post Notice of Privacy Practices		
2. Create Business Associate Agreement and send to all business associates.		
3. Have each new patient sign the Notice of Privacy Practices.		
4. Have a staff meeting on HIPAA. Have staff sign "Privacy Attest Sheet"		
5. Begin regular training sessions on HIPAA		
6. Conduct a privacy survey (Privacy Checklist)		
7. Correct any problems found during the survey		
8. Create a formal compliance plan		
9. Follow up		