

Compliance Plan Elements

We at [company name] agree to adhere and commit to the following steps:

- Step 1 Create a folder to organize all compliance records and update it regularly.
- Step 2 Develop a “Code of Conduct” for entire company.
- Step 3 Identify your risk of exposure and vulnerable areas.
- Step 4 Establish a safe and convenient way for employees to report risk and vulnerabilities.
- Step 5 Conduct training sessions on HIPAA compliance.
- Step 6 Monitor and audit compliance with your “Code of Conduct.”
- Step 7 Establish a standardized disciplinary procedure for violators.
- Step 8 Train managers and officers to enforce your “Code of Conduct” in a responsible and professional way.

Initials _____