

Privacy Checklist

- 1. Confidential information is not being discussed in public areas.
- 2. Overhead/intercom announcements do not include confidential information.
- 3. Phone conversations including confidential info are not held in public areas.
- 4. Computer monitors do not face public areas and cannot be seen from public areas.
- 5. Confidential info is not displayed or left unprotected on computer screens while the computer is unattended.
- 6. All employees accessing confidential information on computers have password protected logons that are changed on a regular basis.
- 7. User Ids and passwords for computer access are never shared.
- 8. No paper files containing confidential information are left unattended at any time.
- 9. All archived confidential information is kept in locked file cabinet or storage space.
- 10. Confidential information is only accessible and released to authorized personnel.
- 11. All patient confidential information is printed at or faxed from a secure location.
- 12. All discarded paperwork containing confidential information is shredded by authorized personnel
- 13. Voicemail and answering machine messages are kept secure and cannot be overheard by unauthorized personnel.
- 14. All patient lists and procedure schedules are kept secure and not visible to unauthorized personnel.
- 15. Unauthorized personnel are denied access to secure areas.
- 16. Authorized personnel possess and display ID badges in order to gain access to secure areas.
- 17. Files are accessed by authorized personnel for authorized uses only. All access is kept to a bare minimum.
- 18. All staff receives regular training in HIPAA compliance and is tested to demonstrate competence.
- 19. All staff are aware of and are comfortable with the process for reporting violations of patient privacy.

I understand that it is my responsibility to complete this checklist on every weekly inspection. Any violations found or problems detected are immediately reported to the compliance officer.

Signed _____ Date _____

[YOUR COMPANY NAME, ADDRESS, PHONE]