

# HIPAA READINESS CHECKLIST

For	Office
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Checklist last updated \_\_\_\_\_

[illegible]

	<p>form (<i>see sample link</i>).</p> <ul style="list-style-type: none"> <li>○ New contracts must have a business associate agreement at the time of signing</li> <li>○ Existing contracts must have a business associate agreement when the contract is amended OR</li> <li>○ By April 14, 2004 if no renewals, or changes have occurred to the contract since 10/12/02</li> </ul> <ul style="list-style-type: none"> <li>● Establish a complaint policy</li> </ul>			
4.	<b>Training</b> <ul style="list-style-type: none"> <li>● Determine information that needs to be communicated to staff, including all revised policies, procedures, and forms.</li> <li>● Develop an in-service program for your staff.</li> <li>● Advise each staff member how to report any breaches in the privacy of health information in your practice.</li> <li>● Advise all staff of penalties for breaching confidentiality under HIPAA.</li> </ul>	<b>Y</b>	<b>N</b>	<b><i>Update Notes</i></b>
5.	<b>Resources</b> <ul style="list-style-type: none"> <li>● Appoint a staff member to keep abreast of new information or interpretations of provisions and communicate to you.</li> <li>● Take advantage of Web sites with HIPAA information (see links).</li> </ul>	<b>Y</b>	<b>N</b>	<b><i>Update Notes</i></b>
6.	<b>Deadlines</b> <ul style="list-style-type: none"> <li>● Privacy, except business associate agreement, by April 14, 2003.</li> <li>● Codes and Transactions by October 2003.</li> <li>● Business associate agreement due date based on contract status (see #3 above).</li> <li>● Security — final regs. communicated.</li> </ul>	<b><i>Update Notes</i></b>		