



## Privacy and Security Checklist

<b>A. Clinic Policies and Procedures</b>	<b><u>Y</u></b>	<b><u>N</u></b>	<b><u>Comments</u></b>
<ol style="list-style-type: none"><li>1. Do you have an office privacy policy that deals with confidentiality of personal health information including printing, transfer, storage, and secure disposal of patient records?</li><li>2. Are procedures in place for dealing with actual and suspected privacy and security incidents and breach investigations?</li><li>3. Are processes in place to securely dispose of paper documents and old electronic devices (such as data storage, computers, etc.) that may contain confidential data?</li></ol>			
<b>B. Staff</b>	<b><u>Y</u></b>	<b><u>N</u></b>	<b><u>Comments</u></b>
<ol style="list-style-type: none"><li>4. Have you appointed an individual (and delegate) responsible for privacy and security? This person would be responsible for answering questions (e.g., from patients), but also responding to complaints, incidents, breaches, audits, and making sure that staff are trained and policies/procedures are up-to-date.</li><li>5. Have staff members signed a confidentiality agreement?</li><li>6. Have staff members been trained about how to maintain privacy and confidentiality of personal health information?</li><li>7. Do you have ongoing annual privacy and security awareness training that includes how users must safeguard their user IDs and passwords, keys, tokens, and other access credentials?</li></ol>			
<b>C. Partners</b>	<b><u>Y</u></b>	<b><u>N</u></b>	<b><u>Comments</u></b>
<ol style="list-style-type: none"><li>8. Do contracts with third parties (e.g., paper-shredding service) include privacy and confidentiality clauses?</li></ol>			
<b>D. Patients</b>	<b><u>Y</u></b>	<b><u>N</u></b>	<b><u>Comments</u></b>
<ol style="list-style-type: none"><li>9. Is a patient privacy notice or other communication materials that inform patient about privacy and information practices available?</li><li>10. Are procedures available for dealing with patient requests for information, corrections, and complaints?</li></ol>			

