Your HIPAA Compliance Checklist

1. **Determine which annual audits and assessments are required for your company**
   - Perform a readiness assessment and evaluate your security against HIPAA requirements
   - Review the U.S. Dept of Health and Human Services Office for Civil Rights Audit Protocol

2. **Conduct required HIPAA compliance audits and assessments**
   - Perform and document ongoing technical and non-technical evaluations, internally or in partnership with a third-party security and compliance team like Vanta

3. **Document your plans and put them into action**
   - Document every step of building, implementing, and assessing your compliance program
   - Vanta’s automated compliance reporting can streamline planning and documentation

4. **Appoint a security and compliance point person in your company**
   - Designate an employee as your HIPAA Compliance Officer

5. **Schedule annual HIPAA training for all employees**
   - Distribute HIPAA policies and procedures and ensure staff read and attest to their review

6. **Document employee trainings and other compliance activities**
   - Thoroughly document employee training processes, activities, and attestations

7. **Establish and communicate clear breach report processes to all employees**
   - Ensure that staff understand what constitutes a HIPAA breach, and how to report a breach
   - Implement systems to track security incidents, and to document and report all breaches

8. **Institute an annual review process**
   - Annually assess compliance activities against the HIPAA Rules and updates to HIPAA

9. **Continuously assess and manage risk**
   - Build a year-round risk management program and integrate continuous monitoring
   - Understand the ins and outs of HIPAA compliance—and the costs of noncompliance