

## Your HIPAA Compliance Checklist



### 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



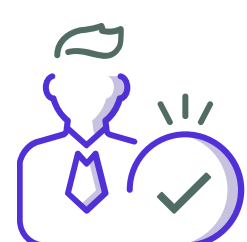
### Conduct required HIPAA compliance audits and assessments

- Perform and document ongoing technical and non-technical evaluations, internally or in partnership with a third-party security and compliance team like Vanta



### 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



### Appoint a security and compliance point person in your company

- Designate an employee as your HIPAA Compliance Officer



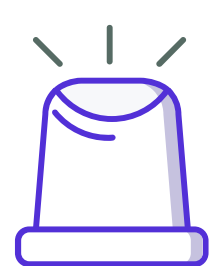
### Schedule annual HIPAA training for all employees

- Distribute HIPAA policies and procedures and ensure staff read and attest to their review



### Document employee trainings and other compliance activities

- Thoroughly document employee training processes, activities, and attestations



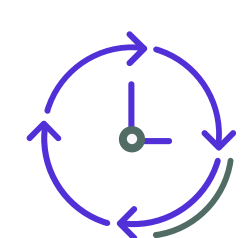
### Establish and communicate clear breach report processes to all employees

- 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



### Institute an annual review process

- Annually assess compliance activities against the HIPAA Rules and updates to HIPAA



### 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