



HIPAA: Top 10 Reminders

DATE: _____

PRACTICE: _____


HIPAA COORDINATOR: _____

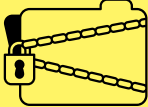
1 **SCHEDULE HIPAA - CYBER SECURITY REQUIRED TRAINING** 


2 **MAINTAIN TRAINING ROSTER** 

3 **REVIEW AND UPDATE HIPAA SECURITY POLICIES TO ALIGN WITH BEST PRACTICES FOR CYBER SECURITY** 


4 **AUDIT BUSINESS ASSOCIATE AGREEMENTS TO ENSURE BUSINESS ASSOCIATES ARE IDENTIFIED AND BUSINESS ASSOCIATE AGREEMENTS ARE ON FILE** 

5 **OBTAIN AN IT SCOPE OF DUTIES OR COMPARABLE DOCUMENT TO CLARIFY SERVICES PROVIDED BY YOUR IT PROVIDER** 


6 **OBTAIN CONFIDENTIALITY AGREEMENTS FROM EMPLOYEES** 


7 **UPDATE HARDWARE INVENTORY** 

8 **CONDUCT A HIPAA SECURITY RISK ASSESSMENT** 

9 **CREATE A WORK PLAN TO CORRESPOND WITH THE RESULTS OF THE HIPAA RISK ASSESSMENT** 

10 **CREATE PERIODIC REMINDERS FOR EMPLOYEES TO GUARD AGAINST PHISHING EMAIL ATTACKS** 

 **Notes**





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