**HIPAA PRIVACY ASSESSMENT CHECKLIST**

CLINIC NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMPLOYEE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REVIEW DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Complete | Topic: | Yes | No | Documentation/Observations |
|  | Is there PHI in the trash? |  |  |  |
|  | Are shred containers or other PHI disposal bins available? |  |  |  |
|  | Are patient charts maintained, stored and locked in a secure area? |  |  |  |
|  | Are patients able to see PHI at front desk? |  |  |  |
|  | Are materials removed from printers and fax machines? |  |  |  |
|  | Do optometrists and staff log-off computers before leaving workstations? |  |  |  |
|  | Do staff members verify fax numbers prior to sending PHI? |  |  |  |
|  | Do you utilize a fax cover sheet with a confidentiality statement? |  |  |  |
|  | Are files with PHI readily accessible to patients? |  |  |  |
|  | Do optometrists and staff know where to access NPP? |  |  |  |
|  | Do optometrists and staff know where they should refer questions regarding patient privacy? |  |  |  |
|  | Can visitors in the waiting rooms overhear the registration process? |  |  |  |
|  | Do optometrist and staff know where they should refer questions regarding patient privacy? |  |  |  |
|  | Can patients hear other optometrist/patient discussions while waiting in the exam room? |  |  |  |
|  | Are computer monitors and printers located in secure areas and positioned so that patients cannot access or view PHI? |  |  |  |
|  | Does your team know where to locate HIPAA manual or other resources needed for compliance purposes? |  |  |  |