# PATIENT PRIVACY CHECKLIST

## PREVENTIVE MEASURES TO AVOID A HIPAA VIOLATION -- DAILY
- Fax machines and printers are in a secure location
- PHI not left on faxes, printers, and copiers
- Patient Charts not left on counters
- Dictation is done in a private area
- Conversations regarding patient care are conducted in a private/secure area
- Computers are not left unattended while logged on
- Privacy screens in use in areas where patients/visitors can view the screen
- Passwords are not posted near computers
- Whiteboards are discretely located with level of detail minimized
- Patient photos are kept confidential, and access is only on a need-to-know basis
- Staff members are wearing name badges; name badges are readable
- Patient records are not left unattended
- Patients are provided as much privacy as possible
- Patient rights are posted in a public area
- Signs are posted regarding phone privacy
- Notice of Privacy Practices is posted in a public area
- Grievance process is posted or a brochure is available
- Clipboards are covered with a privacy sheet
- Shredding trash bins are available and easily accessible
- Document who a patient brings to his/her appointment
- Cultivate a no blame culture to ensure that patient privacy issues/concerns are reported by staff

## PREVENTIVE MEASURES TO AVOID A HIPAA VIOLATION – MONTHLY/QUARTERLY
- Discuss HIPAA practices, policies, and scenarios at staff meetings
- Internal audits

## PREVENTIVE MEASURES TO AVOID A HIPAA VIOLATION – ANNUALLY
- Have patients update the list of family members/friends with whom you can share their health information
- Staff HIPAA training/competency testing; document in staff member’s employee file
- Review HIPAA policies to evaluate compliance, including:
  - how to handle a privacy complaint
  - release of records

## STAFF MEMBERS:
- Can identify practice’s privacy officer
- Can articulate the practice’s privacy process