

# PATIENT PRIVACY CHECKLIST

<b>PREVENTIVE MEASURES TO AVOID A HIPAA VIOLATION -- DAILY</b>	
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	
<b>PREVENTIVE MEASURES TO AVOID A HIPAA VIOLATION – MONTHLY/QUARTERLY</b>	
Discuss HIPAA practices, policies, and scenarios at staff meetings	
Internal audits	
<b>PREVENTIVE MEASURES TO AVOID A HIPAA VIOLATION – ANNUALLY</b>	
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: <ul style="list-style-type: none"> <li>• how to handle a privacy complaint</li> <li>• release of records</li> </ul>	
<b>STAFF MEMBERS:</b>	
Can identify practice's privacy officer	
Can articulate the practice's privacy process	