

Basic Health Care Compliance Checklist

Do you have written policies and procedures for day to day operations?

Have all employees received the required initial and annual training (OSHA, HIPAA Privacy and Security, Red Flags, etc.)? Do you have training documentation for the past six years?

Have you assigned a Compliance Officer and a Privacy/Security Officer, and a Red Flags Officer?

Do you have agreements with your Business Associates? Are they in compliance with HIPAA privacy and security? Have you confirmed their compliance?

Have you posted your Notice of Privacy Practices in your waiting room? Have these been updated? Do all patients receive a copy at check in? Logged?

Have you established an "Identity Theft Prevention Program" required by the "Red Flags" rule? (if you extend credit to your patients)

Does your organization perform periodic internal audits and reviews?
Documented?

Do you have a written, up-to-date, Compliance Plan? Do employees have access to it and have they reviewed it?

Do you have Exposure Control, Hazard Communication, and Emergency Action Plans? Have they been updated recently? Are your employees prepared for an OSHA inspection today?

Do you have files on all employees and have you completed all the necessary employer checks and forms? I9s, W-4's, workers comp, payroll and benefits?

Do you have enough time to keep up with these ever-changing regulations?