

## Take the HIPAA Challenge

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With so many of us experiencing a very cold winter, it is likely that many people have turned their thoughts towards spring. Speaking of spring, the deadline for compliance with the HIPAA Privacy Rule is just around the corner (April 14, 2003). Are you ready? Have you completed

and documented your gap analysis, appointed your HIPAA Privacy Official, and filed your EDI compliance plan with DHHS? If so, you must be working diligently to implement the Privacy Standards within your organization. We have developed a checklist for you to use to assess your

progress with the many and varied tasks that HIPAA requires. If, after you complete the checklist, you find that you are far behind in the implementation process or are unsure of how to implement the Privacy Rules in your agency, let us help you get there in time for the compliance date.

### Now Go Ahead and Take The HIPAA Challenge!

Task	Complete	Incomplete
1. Appoint HIPAA Privacy Official	<input type="checkbox"/>	<input type="checkbox"/>
2. Execute written contract with all business associates	<input type="checkbox"/>	<input type="checkbox"/>
3. Develop/implement HIPAA complaint procedure	<input type="checkbox"/>	<input type="checkbox"/>
4. Develop/implement Authorization form	<input type="checkbox"/>	<input type="checkbox"/>
5. Categorize workforce members for access to PHI	<input type="checkbox"/>	<input type="checkbox"/>
6. Develop/implement minimum necessary protocol for routine uses and disclosures	<input type="checkbox"/>	<input type="checkbox"/>
7. Develop/implement written criteria for non-routine uses and disclosures	<input type="checkbox"/>	<input type="checkbox"/>
8. Develop/implement Notice of Privacy Practices (NOPP)	<input type="checkbox"/>	<input type="checkbox"/>
9. Develop/implement procedure for NOPP acknowledgement	<input type="checkbox"/>	<input type="checkbox"/>
10. Post NOPP on website	<input type="checkbox"/>	<input type="checkbox"/>
11. Assign person responsible for reviewing requests for access, amendment, and accounting of disclosures	<input type="checkbox"/>	<input type="checkbox"/>
12. Develop/implement procedures and required forms for requests for restriction, alternate communications, access, amendment and accounting of disclosures	<input type="checkbox"/>	<input type="checkbox"/>
13. Define/document the contents of the agency's designated record set	<input type="checkbox"/>	<input type="checkbox"/>
14. Develop confidentiality statements for fax coversheets and email transmissions	<input type="checkbox"/>	<input type="checkbox"/>
15. Perform unannounced "walk-around" assessment of agency facility/employee cars for evidence of unprotected PHI	<input type="checkbox"/>	<input type="checkbox"/>
16. Obtain written Authorization for marketing activities as required	<input type="checkbox"/>	<input type="checkbox"/>
17. Develop/implement fundraising opt-out procedure	<input type="checkbox"/>	<input type="checkbox"/>
18. Develop Data Use Agreements (as needed)	<input type="checkbox"/>	<input type="checkbox"/>
19. Develop/implement HIPAA policies and procedures (25-30)	<input type="checkbox"/>	<input type="checkbox"/>
20. Educate workforce members on HIPAA Privacy Standards and new agency policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>

We can help your agency prepare for HIPAA. Visit our web site [www.HIPAAPassport.com](http://www.HIPAAPassport.com) or call 800.653.4043.