



COPPER STATE COMPLIANCE

HIPAA Readiness Checklist

A quick self-check for your healthcare practice

Not sure whether your practice is truly HIPAA compliant — or just hoping? Run through the checklist below. **If you can't confidently check a box, that's a gap worth a closer look.** It only takes a few minutes.

1. The Foundations

- ☐ We've completed a HIPAA Security Risk Analysis in the last 12 months.
- ☐ We have a designated Privacy Officer and Security Officer.
- ☐ We have written HIPAA policies and procedures we actually follow.
- ☐ All staff completed HIPAA training within the past year.
- ☐ We have a written sanction policy for HIPAA violations.

2. Protecting Patient Data

- ☐ Multi-factor authentication (MFA) is turned on for email and our EHR.
- ☐ Laptops, devices, and backups are encrypted.
- ☐ We have working, regularly tested data backups.
- ☐ Workstations lock automatically and screens aren't visible to patients.
- ☐ Antivirus/endpoint protection is in place and software is kept updated.

3. Vendors & Business Associates

- ☐ We have signed Business Associate Agreements (BAAs) with every vendor that touches patient data — EHR, billing, IT, cloud, shredding, and more.
- ☐ We know exactly which vendors store or can access our patient information.

4. Privacy & Patients

- ☐ We provide patients a current Notice of Privacy Practices.
- ☐ We have a process for patient requests to access or amend their records.
- ☐ Staff access only the minimum patient information they need to do their job.
- ☐ Paper records and faxes are stored, handled, and disposed of securely.

5. If Something Goes Wrong

- ☐ We have a written incident and breach-response plan.
- ☐ Every staff member knows how to report a suspected breach.
- ☐ We understand our obligation to notify within 60 days of discovering a breach.

How did you do?

All boxes checked? Great instinct — an independent assessment confirms it on paper, which is what an auditor actually wants to see.

A few unchecked? Completely normal for a busy practice — and far easier to fix now than after an incident.

Several unchecked? Your practice likely has real exposure. The good news: a clear plan starts with knowing where you stand.

Want a clear, honest answer? Book a free 15-minute HIPAA Readiness Check.

No pressure, no jargon — just a straight read on where your practice stands.

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