Our HIPAA Best Practices Checklist was developed based on our years of experience with HIPAA compliance standards and requirements. This is not a substitute for a full risk assessment, but it's a starting point and basic guide for analyzing your practice's security.

HIPAA Best Practices Checklist

1	☐		There is a signed Business Associate Agreement from all entities that log into your systems.
2	☐		Operating systems are up to date and supported with a system in place for patching, monitoring, and reporting.
3	☐		The practice uses unique user names and passwords.
4	☐		Passwords auto-expire and all passwords are changed on a regular basis.
5	☐		All passwords are changed and user accounts are removed when an employee leaves the practice.
6	☐		The server has whole disc encryption software in place.
7	☐		The dental office has a current process for backing up data locally and offsite which is encrypted and secure.
8	☐		The external USB backup drive has been removed and an internal backup drive has been installed and encrypted.
9	☐		A firewall has been installed and the security software is up to date.

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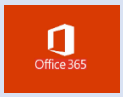
10	☐		The WiFi has been configured with WPA-2 security and there are two bands of WiFi (private & public) if patients are allowed to use WiFi in the office.
11	☐		There is a service in place to prevent malicious data encryption by all forms of ransomware.
12	☐		The office has up to date end point protection, and it is being monitored.
13	☐		The office has folder redirection and roaming profiles to keep PHI off local machines.
14	☐		The dental office uses a business-grade email system.
15	☐		The office has encrypted email accounts for users who send PHI.
16	☐		The dental office is not using the server as a workstation.
17	☐		There is a secure process in place for employees who access data remotely.
18	☐		The office has a process in place for properly recycling and destroying hard drives.
19	☐		There is a written plan for emergency/disaster recovery, and the data is tested periodically.
20	☐		The office has an annual risk assessment conducted.

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371 Gees Mill Business Parkway, Suite 500, Conyers, GA 30013 • 770-918-0075 • www.DTPartners.com