



## Quick HIPAA Compliance Assessment

When was your last risk analysis completed?

Do you have a Compliance/Privacy/Security Officer?

How often do your employees complete HIPAA training? When was the last training?

When was your Notice of Privacy Practice or Privacy Policy updated?

When was your Business Associate Agreement updated?

Please provide recent copies of:

- Risk analysis
- Privacy Policies (minimum necessary, individual rights, granting access, disclosing PHI, etc.)
- Security Policies (passwords, authorization process, user access, malware, encryption, monitoring, etc.)
- Disaster Recovery Plan
- Breach Plan

Do you track significant changes to your building and technical systems?

Do you use any of the following forms?

Form	✓
Authorization to Release and Disclose PHI	
Mobile Device Authorization	
User Access Request	
Exit/Termination Checklist	
Confidential Communications	
HIPAA Complaints	
Amendment of PHI	
Accounting of Disclosures of PHI	

**Please contact GRA Benefits Group with any questions at (800) 678-4456 or [info@grabenefits.com](mailto:info@grabenefits.com).**

This assessment only provides an overview of your company's HIPAA compliance standing. It is not to be used in place of a risk analysis or as a tool to become compliant with either law.

Use of any one or more of GRA Benefits Group's services does not (i) guarantee or ensure compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and/or the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH); and (ii) does not satisfy or replace Clients' obligations to perform their own evaluations and due diligence, to ensure Client's HIPAA and HITECH Act compliance.