

# HIPAA Policies, Procedures, Forms & Training Cklist

Adm = Admin Pol/Proc

HIM= Health Info/Rec Mgmt Manual

Topic	Related Documents, Policies or Forms	Policy or Form #	Assigned	DUE	On Computer	Final Approved	Comments
A. Administrative							
A1 - Job Duties	Code of Conduct Policy						
	Compliance Officer						
	Employee Confidentiality Agreement						
	Employee Handbook Revisions						
	Employee Non-Disclosure Acknowledgement (Initial)						
	Job Description: Administrator						
	Job Description: Information Services Director						
	Job Description: Priv. Official - Contact Person/Dept						
	Personnel Policies Handbook - reviewed/updated						
	Privacy Official & Contact Policy						
	Protected Health Information (PHI) Patient or Employee Information Policy						
	Public Relations - News Media, Photography, Research Policy						
	Sanction Policy/Procedure						
Admission Policy							
A2 - Adm. Policy	Admission Agreement Policy/Procedure						
	Admission Agreement updated (Adm)						
	Patient/Resident Handbook						
	Rights Form						
	Rights Policy						
Notice of Privacy Practices							
A3 - Notice of PP	Acknowledgement Form						
	Notice of Privacy Practices						
	Notice of Privacy Practices in languages most commonly used						
	Notice of Privacy Practic - Policy/Procedure (Adm)						
	Notice of PP posted in facility w/ names and numbers of Priv Official, Contact persons, Office of Civil Rts contact with phone and address						
	Notice of Privacy Practices Posted on Web Site						
Business Associates							
A4 - Bus Assoc	Business Associates Policy/Procedure (Adm)						
	B.A. Checklist						
	Business Associate Contract Agreement/Addenda						
	B.A. Resources Person for Contract Purchase/Service orders						

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Grievance & Complaint Process							
A5	Complaint and Grievance Policy						
	Complaint and Grievance Form						
Designated Record Set							
A6	Policy: Definition of Record/Designated Record/Legal Record/Record Service (Adm/HIM)						
	De-identification of personal information Pol/Procedure						
B. Use & Disclosure of PHI							
B1	Use & Disclosure of PHI - Minimum Necessary Pol/Proc (Adm-brief/HIM)						
Disclosure with Authorization							
B2	Disclosure w/authorization Pol/Proc (Adm - brief/HIM)						
	Use & Disclosure with Authorization form						
	Special programs i.e., alcohol, drugs and mental health disclosure w/authorization Pol/Proc						
	Authorization - special programs, i.e., alcohol, drugs and mental health forms						
	HIV Disclosure Policy/Procedure						
	Authorization to release HIV Blood test results form						
Access to Records							
B3	Access to Records Policy & Proc (Adm-brief/HIM)						
	Access to Records forms						
Amendments							
B4	Amendments to Records Pol/Proc (Adm-brief/HIM)						
	Request to Review and Amend Records Form						
Accounting of Disclosures							
B5	Request for Disclosure Accounting Pol/Proc (Adm-brief/HIM)						
	Request to Access/Disclosure of Records Log						
Request Disclosure/Restrict Request							
B6	Request for Special Restriction on Use or Disclosure of PHI - Pol/Proc (Adm-brief/HIM)						
	Response to Request for Special Restriction on Use or Disclosure of PHI form						
	Termination of Special Restriction form						
Alternate or Confidential Communications							

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B7	Request for Restriction on the Manner/Method of Confidential Communications (Adm-brief/HIM)						
	Policy/Procedure - Request for Restriction form						
Subpeonas							
B8	Subpoenas Policy/Procedure (Adm-brief/HIM)						
General							
B9	Fax Policy - (Adm/HIM)						
	Fax Confidentiality Statement						
	Email Policy - (Adm/HIM)						
	Email Confidentiality Statement						
	Market & Fundraising Policy (Adm/HIM)						
	Research - (Adm/HIM)						
HIPAA Training							
	HIPAA Training - SEE TRAINING GRID						

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