

## Business Associate/Subcontractor Audit Checklist

How well do you meet basic HIPAA regulations?  
Select 'Yes' or 'No' and explain for each question.

Question	Yes	No
1 Do you know where all Protected Health Information (PHI) is found in your company? (Electronic and Physical)	<input type="checkbox"/>	<input type="checkbox"/>
2 Does your company have a designated Privacy Officer? <i>Provide the Privacy Officer's Name and Contact Information:</i>	<input type="checkbox"/>	<input type="checkbox"/>
3 Does your company have a designated Security Officer? <i>Provide the Security Officer's Name and Contact Information:</i>	<input type="checkbox"/>	<input type="checkbox"/>
4 Has your company completed a Risk Assessment? <i>Provide Date Last Risk Assessment was completed:</i>	<input type="checkbox"/>	<input type="checkbox"/>
5 Has your company created or updated HIPAA Privacy and Security Policies and Procedures since February 2013? <i>Provide Date Last Update for Privacy and Security Policies and Procedures:</i>	<input type="checkbox"/>	<input type="checkbox"/>
6 Have all employees that see PHI completed training on the HIPAA law?	<input type="checkbox"/>	<input type="checkbox"/>
7 Have all employees that see PHI completed training your company's HIPAA Policies and Procedures within the last year? <i>Explain how employees are trained and how you track their completion:</i>	<input type="checkbox"/>	<input type="checkbox"/>
8 Is your HIPAA Compliance Plan completed and stored in a location where all staff members can find it? <i>Provide Date HIPAA Compliance Plan was enacted and where it is located:</i>	<input type="checkbox"/>	<input type="checkbox"/>
9 Do you have an Agreement with every Business Associate or Subcontractor that may come in contact with PHI? <i>Provide list of Agreements:</i>	<input type="checkbox"/>	<input type="checkbox"/>
10 Do you currently have Disaster Recovery Plan? <i>When did you last update the Plan?</i>	<input type="checkbox"/>	<input type="checkbox"/>
11 If you have a Disaster Recovery Plan, have you tested it? <i>Provide Date Disaster Recovery Plan last tested:</i>	<input type="checkbox"/>	<input type="checkbox"/>

### Need a little help?

We get it. HIPAA compliance can be a daunting task. That's why we've assisted thousands of companies over the past two decades with the training and documentation required to become HIPAA compliant. Get in touch today to start your journey toward simplified compliance.