**Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Audit**.

Section under audit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| True | False | Question |
|  |  | This section does not place patient requisitions in locations that may be seen by non-staff individuals |
| Comments: |
|  |  | In this section, all confidential conversations take place, to all maximum extent possible, in areas where they cannot be overheard by non-staff individuals |
| Comments: |
|  |  | In this section, non-staff individuals cannot gain access to our computers or fax machines and cannot view our computer screens.  |
| Comments: |
|  |  | This section has formal privacy and security procedures regarding access to confidential information, access to computer information, and access to areas of the office that may contain confidential information. |
| Comments: |
|  |  | Each computer user in the office has a personal computer password. These passwords change on a regular basis and passwords of terminated employees are deleted immediately |
| Comments: |
|  |  | In this section, non-staff individuals do not have any opportunity to access patient medical records, laboratory reports and faxes. |
| Comments: |
|  |  | This section has formal documented procedures to ensure patient confidentiality when transferring paper files, orders, and specimens to other areas of the building.  |
| Comments: |
|  |  | This section has formal documented procedures for the acceptance of confidential patient information from outside our office |
| Comments: |
|  |  | This section has confidentiality statements in place and all personnel have acknowledged this confidentiality. |
| Comments: |
|  |  | When a person is no longer authorized to access information, he or she is required to return all keys and other items that allow access to the laboratory and computer files. |
| Comments: |
|  |  | This section has formal written privacy and security policies for all office personnel and provides training for all personnel. The training of each individual is documented.  |
| Comments: |
|  |  | This section has written policies and procedures in place to ensure patient confidentiality by off-site contractors, such as software vendors. |
| Comments: |
|  |  | This section has a comprehensive survey of all our computer systems including all software.  |
| Comments: |
|  |  | This section has a disaster plan to protect patient information contingency plans the event of a computer system failure, and performs regular virus checks and corrects any identified problems.  |
| Comments: |
|  |  | Internet transmissions, including email and telephone conversations are secure.  |
| Comments: |

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| Additional Comments/Recommendations for improvement: |

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| --- | --- | --- | --- |
|  | ***Printed Name*** | ***Signature*** | ***Date*** |
| ***Audit Performed By:*** |  |  |  |
| ***Review by Laboratory Director*** |  |  |  |