

# HIPAA Privacy Rule Checklist:

## Uses and Disclosures of PHI

Section Topic	HIPAA Reference	Checklist Item	Task Assigned to:	Status
Uses and Disclosures of PHI	§164.508	Obtain written authorization from patients		
Uses and Disclosures to Carry Out Treatment, Payment, or Healthcare Operations	§164.506	Disclose PHI for treatment, payment, or healthcare operations		
Uses and Disclosures for Public Health Activities	§164.512(b)	Disclose PHI for public health activities		
Uses and Disclosures for Research Purposes	§164.508, §164.512	Disclose PHI for research purposes		
Uses and Disclosures for Law Enforcement Purposes	§164.512(f)(1)	Disclose PHI for law enforcement purposes		
Uses and Disclosures for National Security Purposes	§164.512(k)(2)	Disclose PHI for national security purposes		
Uses and Disclosures for Disaster Relief	§164.512(j)	Disclose PHI for public safety purposes		
Uses and Disclosures to Individuals Involved in the Patient's Care	§164.510(b)	Disclose PHI to family members or others involved in care		

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# HIPAA Privacy Rule Checklist: Notice of Privacy Practices for PHI

Section Topic	HIPAA Reference	Checklist Item	Task Assigned to:	Status
Notice of Privacy Practices for Protected Health Information	§164.520	Develop and distribute a Notice of Privacy Practices (NPP)		
Notice of Privacy Practices for Protected Health Information	§164.520(c)(2)	Make the NPP available to patients and the public		
Notice of Privacy Practices for Protected Health Information	§164.520(c)(3)	Obtain written acknowledgment of receipt of the NPP		
Notice of Privacy Practices for Protected Health Information	§164.520(b)	Include required elements in the NPP		
Notice of Privacy Practices for Protected Health Information	§164.520(b)(3)(iii)	Revise and distribute updated NPPs as necessary		

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# HIPAA Privacy Rule Checklist:

## Administrative Requirements

Section Topic	HIPAA Reference	Checklist Item	Task Assigned to:	Status
Administrative Requirements	§164.530(a)	Appoint a privacy officer		
Administrative Requirements	§164.530(a)(1)	Develop and implement privacy policies and procedures		
Administrative Requirements	§164.530(i)	Maintain privacy policies and procedures		
Administrative Requirements	§164.530(b)	Provide workforce training on privacy policies and procedures		
Administrative Requirements	§164.530(e)	Develop and implement sanctions for noncompliance		
Administrative Requirements	§164.530(d)	Implement a process for complaints and privacy violations		
Administrative Requirements	§164.530(j)	Maintain documentation of privacy practices and policies		
Administrative Requirements-Security Management	§164.308(a)(1)	Implement reasonable and appropriate administrative safeguards		
Administrative Requirements-Security Management	§164.308(a)(1)(ii)	Conduct regular risk assessments		
Administrative Requirements-Security Incident Procedures	§164.308(a)(6)	Implement procedures for handling security incidents		

# HIPAA Privacy Rule Checklist: Documentation Requirements

Section Topic	HIPAA Reference	Checklist Item	Task Assigned to:	Status
Documentation Requirements	§164.530(b)	Develop and maintain written privacy policies and procedures		
Documentation Requirements-Training	§164.530(b)(1)	Maintain documentation of workforce training		
Documentation Requirements-Complaints	§164.530(d)(2)	Document privacy complaints and their resolution		
Documentation Requirements-Breach	§164.530(j)(2)	Maintain documentation of privacy breaches		
Documentation Requirements-Disclosures	§164.528	Document any disclosures of PHI		
Documentation Requirements-Requests	§164.524(c)(2)	Maintain written policies and procedures for PHI requests		
Documentation Requirements-Disclosures	§164.528(a)(1)	Document disclosures for treatment, payment, and healthcare operations		
Documentation Requirements-Minimum Necessary Determinations	§164.514(d)(2)(i)	Maintain records of minimum necessary determinations		