



HIPAA made EASY™

Dental Enhancements Inc.

HIPAA OMNIBUS RULE QUICK CHECKLIST of REQUIREMENTS

For additional guidance with this checklist as it applies to your dental setting, please feel free to contact us for a Discovery Meeting: **941-587-2864**

√ Done	HIPAA Omnibus Rule Requirements:	Notes: 11/2016
	Establish Privacy for Patient Check-In <i>HIPAA Compliance Patient Sign-In Sheets</i>	Sign-in sheets are not required---but if you do like them, make sure you are using the sticker-removable type.
	Establish Privacy for Patient Check-Out	Reconfigure, make a sign, sue verbal skills to ensure patients are not standing within hearing range during check-out procedures
	Reception Area Wi-Fi Access separate from Business Wi-Fi	
	Secure your Server	Move your server to a (venerated) secure area / bolt with a server cage or server locker. Most cost \$300.
	Be HIPAA Text Compliant	Download a common APP
	Secure your Faxes	Conversion Fax-to-Email service is Best Practices
	Upgrade Microsoft XP to Windows 7,8,10+	XP is no longer HIPAA compliant.
	Retire Take-Along Back-Up Drives	Best Practices will have you using a reliable cloud based data cloud storage company. Have a signed HIPAA Business Associates Agreement on file with this provider.
	(8) Updated HIPAA Omnibus Rule Forms	To include: (3) Employee Confidentiality & Training Agreements (3) Patient Forms (1) Business Associates Agreement (1) Notice of Privacy Practices
	(2) Updated HIPAA Omnibus Rule Reports	Written, Up-dated Reports: <u>Risk Assessment Report</u> <u>Data Back-Up & Contingency Report</u>
	Updated HIPAA Manual	Written to Omnibus Rule Standard (circa 2013 or after)
	All Employees Trained to new HIPAA Omnibus Rule Standards	Due since 2013
	Schedule Periodic HIPAA Update Team Meetings	These prevent having HIPAA mishaps within your office