The HIPAA Security Officer *Checklist*

Federal law requires every healthcare practice to designate a HIPAA Security Officer. **Most small practices have either skipped this step entirely or named someone who has no idea what the job actually is.** Twelve questions below. If you can't honestly check eight of them, you have meaningful exposure — and probably don't know it yet.

§ 164.308 Administrative Safeguards — *the people part*

- [ ] A specific named person is designated HIPAA Security Officer *in writing*
- [ ] A Security Risk Assessment has been completed in the last 12 months
- [ ] Every workforce member completed HIPAA training in the last 12 months
- [ ] Every vendor touching PHI has a signed Business Associate Agreement on file

§ 164.310 Physical Safeguards — *the place part*

- [ ] Workstation screens with PHI are positioned out of patient and visitor view
- [ ] Paper PHI is locked when not in use and shredded (not trashed) when discarded
- [ ] Server rooms, network closets, and file storage are locked with documented access
- [ ] An inventory of every device that touches PHI exists — laptops, tablets, phones, USBs

§ 164.312 Technical Safeguards — *the tech part*

- [ ] Every user has their own login. Former employees are offboarded within 24 hours
- [ ] Multi-factor authentication is enabled on email, EHR, and any cloud system with PHI
- [ ] Encrypted offsite backups exist and were successfully test-restored in the last 12 months
- [ ] EHR audit logs are not just collected — someone actually reviews them

SCORE YOURSELF

12 / 12 — You're in better shape than 95% of small practices. Keep going.

9 – 11 — Above average. You have known gaps that should be closed this quarter.

5 – 8 — Meaningful exposure. A breach or audit would not go well right now.

0 – 4 — You are not currently HIPAA compliant. Don't panic — but do act.

Want a real conversation about what's actually broken — and what to fix first?
Twenty minutes. No pitch, no slides. Just you telling me what's keeping you up at night.

BOOK THE GUT-CHECK →

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