

HIPAA COMPLIANCE CHECKLIST FOR YOGA TEACHERS AND YOGA THERAPISTS

NAME _____

DATE _____

THE PRIVACY RULE

1. I do not share private client information with anyone, even in casual or educational environments, unless it's necessary for operating my practice.
2. If I must share a client's PHI as a necessary part of operating my practice, I share the minimum amount of information necessary to perform the task.
3. If I must share a client's PHI as a necessary part of operating my practice, I ensure that the businesses or people I share this information with are HIPAA-compliant and sign a business associate agreement with each organization.

List of companies / people I share client's PHI with and their HIPAA compliancy status

4. I never leave private records lying around.
5. My paper records are locked in a cabinet.
6. My electronic records are stored under password protection.
7. I always log out of websites and accounts before I leave my computer unattended.
8. I use a secure email service when sharing PHI.
9. I keep PHI records for at least six years.
10. I shred my paper records when I dispose of unnecessary records.
11. I erase my electronic records completely (from the hard drive and external storage locations) when I dispose of unnecessary records.
12. I notify clients about any improper use or disclosure of records.
13. I can make all records available to clients upon request.

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THE SECURITY RULE

1. I have contingency plans in place for emergencies (floods, fires, theft, etc.)

How will you protect your records in case of an emergency?

2. I have created procedures for reporting security incidents to clients.

What are your incident reporting procedures?

3. I have door locks and cabinet locks to protect paper records and computers.

4. I store all data backups separately in a secure location.

5. The hard drive on my computer is encrypted.

6. My computer is password-protected.

7. I use firewalls and anti-virus software to protect information from malware and viruses.

OTHER RESPONSIBILITIES

1. I provide all students with a HIPAA notice of privacy practices (and follow the responsibilities outlined in that document).

2. I de-identify records by removing any identifiable information when using them as case studies or teaching examples.

3. I have action protocols for potential security breaches.

What will you do if your computer is stolen or data becomes corrupted?

4. I took HIPAA awareness training to understand the law's intricacies.