

## Privacy Walkthrough Checklist

No.	Privacy & Information Security Audit	Comments - Please specify for follow-up
1	Confidential information discussed by staff in public areas	
2	Conversations with patient/family can be overheard by others	
3	Phone conversations and dictation are in areas where confidential information can be overheard	
4	Patient lists, such as scheduled procedures, are readily visible by patients or visitors	
5	Patient records not are filed in locking storage cabinets or rooms that are locked when unattended.	
6	Staff are wearing name badges.	
7	Documents, films and other media with confidential patient information are concealed from public view	
8	Medical records are stored or filed in such a way as to avoid observation by passerby	
9	Confidential information is left unattended	
10	Staff know who to contact about a privacy /security complaint.	
11	Confidential information is left on an unattended copier or printer or in unsecured areas.	
12	<b>Confidential information was found in trash, recycle bins, or unsecured pre-shredding receptacles.</b>	
13	<b>Computer passwords are not shared or posted for unauthorized access</b>	
14	Security access mechanisms for buildings or departments are bypassed.	
15	Computer screens containing PHI are visible in public areas.	
16	Unattended computers are logged out or protected with password-enabled screen savers.	
17	Staff have attended / Completed HIPAA Education	
18	The Notice of Privacy Practices is posted in areas where patient registration is performed	

DATE: \_\_\_\_\_  
LOCATION: \_\_\_\_\_