

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	Confidential information was found in trash, recycle bins, or unsecured pre-shredding receptacles.	
13	Computer passwords are not shared or posted for unauthorized access	
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: _____