

HIPAA Compliance Checklist for Dental Offices

Use this checklist to assess whether your dental practice is meeting core HIPAA Privacy, Security, and Breach Notification Rule requirements.

Administrative Safeguards

- ☐ Appoint a HIPAA Privacy and Security Officer
- ☐ Conduct and document a security risk assessment
- ☐ Implement written HIPAA policies and procedures
- ☐ Train all workforce members on HIPAA upon hire, and at least annually
- ☐ Maintain Business Associate Agreements (BAAs) with all applicable vendors
- ☐ Review and update policies annually or when regulations change

Technical Safeguards

- ☐ Use secure, encrypted email or messaging for ePHI
- ☐ Require unique logins and passwords for all electronic systems
- ☐ Enable automatic log-off and access controls on all workstations/devices
- ☐ Back up ePHI regularly and store backups securely
- ☐ Implement anti-virus and firewall protections

Physical Safeguards

- ☐ Limit physical access to areas where PHI is stored
- ☐ Lock file cabinets and rooms containing PHI
- ☐ Use screen protectors or position monitors to shield patient data
- ☐ Dispose of PHI (paper and electronic) using secure methods

Privacy Rule Requirements

- ☐ Provide patients with a Notice of Privacy Practices (NPP)
- ☐ Obtain and store signed acknowledgment of NPP receipt
- ☐ Respond to patient requests for access or amendments to records within required timeframes
- ☐ Limit use/disclosure of PHI to the “minimum necessary” standard

Breach Notification & Incident Response

- ☐ Maintain an incident response and breach notification policy
- ☐ Track and document all potential breaches
- ☐ Notify affected individuals and HHS when required
- ☐ Retain breach records and documentation for 6 years

Compliance Made Easy

ComplyBetter offers dental practices a simple, effective way to meet compliance requirements all through a convenient online platform. Easily complete required training, generate customizable documentation, and manage your team’s compliance records in one place.

Visit www.complybetter.com to learn how ComplyBetter can help you save time, reduce risk, and streamline compliance for your entire team.

This checklist is provided as a general resource to support compliance efforts and does not constitute legal advice. Members are encouraged to consult with their legal counsel to ensure that all employment practices and policies align with current laws and regulations