

PRIVACY & SECURITY ROUNDS – CHECKLIST

#	Indicator	Yes	No	Comments
General				
1	Notice of Privacy Practices is posted in lobby/main areas.			
2	Notice of Privacy Practices Available at Web Site			
3	Overhead paging systems are not announcing patient specific health information.			
4	Telephone voice mail message volume is kept low/not audible to others.			
5	Computer monitors are positioned in a manner that avoids access by public/others.			
6	Unattended computer screens are displaying logon screens or screen savers/no PHI.			
7	There are no easily accessible notes with passwords displayed in work areas.			
8	Employees are not observed sharing passwords.			
9	Employees are signing on/logging off computers correctly.			
10	Mailroom: No exposed PHI in open access mailboxes.			
11	Appropriate disposal processes for confidential information in place.			
12	There is no recycling of paper containing PHI (e.g., for notes, memos, etc.).			
Comments:				
Patient Care Area #1				
1	Staff is not discussing PHI amongst themselves in public areas.			
2	Conversations held with patient/family involving PHI are not held in public areas.			
3	Phone conversations involving PHI are not held in public areas.			
4	Provider dictation is done at a secluded, non-public work area.			
5	Computer monitors are positioned in a manner that avoids access by public/others.			
6	Unattended computer screens are displaying logon screen or screen saver/no PHI.			

#	Indicator	Yes	No	Comments
7	There are no easily accessible notes with passwords posted near computers.			
8	Medical records and documents containing PHI are face down or concealed.			
9	Printers, fax machines, and copiers are in secure, non-public locations.			
10	Whiteboard information includes only non-confidential PHI (cannot identify patient).			
11	There are no patient lists or directories posted in public areas.			
12	PHI disposed of appropriately.			
13	Medical records that are being transported throughout the facility are not identifiable.			
14	Pertinent patient privacy policies and procedures are easily available.			
Comments:				
Patient Care Area – Clinic/Reception Area				
1	Staff is not discussing PHI amongst themselves in public areas.			
2	Conversations held with patient/family involving PHI are not held in public areas.			
3	Phone conversations involving PHI are not held in public areas.			
4	Computer monitors are positioned in a manner that avoids access by public/others.			
5	Unattended computer screens are displaying logon screen or screen saver/no PHI.			
6	There are no easily accessible notes with passwords posted near computers.			
7	Medical records and documents containing PHI are face down or concealed.			
8	Printers, fax machines, and copiers are in secure, non-public locations.			
9	There are no patient lists or directories posted in public areas.			
10	PHI disposed of appropriately.			
11	Patient appointments announced with either first or last name only.			
12	Pertinent patient privacy policies and procedures are easily available.			
Comments:				

#	Indicator	Yes	No	Comments
Health Information/Medical Records Department				
1	Staff is not discussing PHI amongst themselves in public areas.			
2	Conversations held with patient/family involving PHI are not held in public areas.			
3	Phone conversations involving PHI are not held in public areas.			
4	Provider dictation is done at a secluded, non-public work area.			
5	Computer monitors are positioned in a manner that avoids access by public/others.			
6	Unattended computer screens are displaying logon screen or screen saver/no PHI.			
7	There are no easily accessible notes with passwords posted near computers.			
8	Medical records and documents containing PHI are face down or concealed.			
9	Printers, fax machines, and copiers are in secure, non-public locations.			
10	There are no patient lists or directories posted in public areas.			
11	PHI disposed of appropriately.			
12	Medical records that are being transported throughout the facility are not identifiable.			
13	Medical record storage is safe and secure.			
14	Physician mailboxes containing PHI are safe and secure.			
15	Pertinent patient privacy policies and procedures are easily available.			
16	After-hours access by housekeeping/other staff is restricted and/or supervised.			
Comments:				
Patient Accounting/Registration Departments				
1	Staff is not discussing PHI amongst themselves in public areas.			
2	Conversations held with patient/family involving PHI are not held in public areas.			
3	Phone conversations involving PHI are not held in public areas.			

#	Indicator	Yes	No	Comments
4	Computer monitors are positioned in a manner that avoids access by public/others.			
5	Unattended computer screens are displaying logon screens or screen savers/no PHI.			
6	There are no easily accessible notes with passwords posted near computers.			
7	Patient records and documents containing PHI are face down or concealed.			
8	Printers, fax machines, and copiers are in secure, non-public locations.			
9	There are no patient lists or directories posted in public areas.			
10	PHI disposed of appropriately.			
11	Patient financial record storage is safe and secure.			
12	Patient financial record storage is safe and secure.			
13	Pertinent patient privacy policies and procedures are easily available.			
Comments:				
Radiology/Laboratory Departments				
1	Staff is not discussing PHI amongst themselves in public areas.			
2	Conversations held with patient/family involving PHI are not held in public areas.			
3	Phone conversations involving PHI are not held in public areas.			
4	Provider dictation is done at a secluded, non-public work area.			
5	Computer monitors are positioned in a manner that avoids access by public/others.			
6	Unattended computer screens are displaying logon screen or screen saver/no PHI.			
7	There are no easily accessible notes with passwords posted near computers.			
8	Medical records and documents/films containing PHI are face down or concealed.			
9	Printers, fax machines, and copiers are in secure, non-public locations.			
10	There are no patient lists or directories posted in public areas.			
11	PHI disposed of appropriately.			

#	Indicator	Yes	No	Comments
12	Medical record documents/films that are being transported are not identifiable.			
13	Film/report storage is safe and secure.			
14	Pertinent patient privacy policies and procedures are easily available.			
Comments:				
IT/IS Department				
1	There is an established IS Disaster Recovery Plan.			
2	IS/IT hardware and media is disposed of properly.			
3	IS/IT applications, systems, and networks protected from viruses/malicious code.			
4	IS/IT equipment/hardware secured in locked/restricted area.			
5	Computer monitors are positioned in a manner that avoids access by public/others.			
6	Unattended computer screens are displaying logon screen or screen saver/no PHI.			
7	There are no easily accessible notes with passwords posted near computers.			
8	Printers, fax machines, and copiers are in secure, non-public locations.			
9	Backup media maintained and stored off-site.			
10	Telecommunications equipment secured in locked/restricted area.			
Comments:				
Plant/Facility				
1	Storage areas containing PHI records are restricted.			
2	Doors to non-public areas are restricted/kept closed.			
3	PHI (paper & electronic) disposal is appropriate.			
4	Security personnel are instructed to report privacy/security incidents.			
Comments:				