

HIPAA Compliance Checklist Template

1. Administrative Safeguards

Requirement	Description	Yes	No
Security Management Process			
Assigned Security Responsibility			
Workforce Security			
Information Access Management			
Security Training and Awareness			
Security Incident Procedures			
Contingency Plan			

2. Physical Safeguards

Requirement	Description	Yes	No
Facility Access Controls			
Workstation Use			
Workstation Security			
Device and Media Controls			

3. Technical Safeguards

Requirement	Description	Yes	No
Access Control			
Audit Controls			
Integrity Controls			
Person or Entity Authentication			
Transmission Security			

4. Organizational Requirements

Requirement	Description	Yes	No
Business Associate Agreements			

5. Documentation & Review

Requirement	Description	Yes	No
Maintain Required Documentation			
Periodic Review & Updates			

Note: This checklist is a blank sample template. Customize and fill it according to your organization’s HIPAA compliance requirements.