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HIPPA Audit Program



JANCO ASSOCIATES, INC.

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HIPAA Audit Program Guide

Background

The HIPAA compliance requirements are contained in the HIPAA Privacy and Security Rules – not in the Act itself. The subsequent amendments in HITECH and the Final Omnibus Rule have been integrated into the original documents, but it is important if you are further researching.

The requirements will vary according to the nature of an individual’s or organization’s business. For example, it will not be necessary for a software development company to distribute a Notice of Privacy Practices to patients, although it will likely be necessary for the software development company to implement technical safeguards of the Security Rule.

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The Health Insurance Portability and Accountability Act (HIPAA) Security Rule requires that covered entities and their business associates conduct a risk assessment of their healthcare organization. A risk assessment helps your organization ensure it is compliant with HIPAA’s administrative, physical, and technical safeguards. A risk assessment also helps reveal areas where your organization’s protected health information (PHI) could be at risk. To learn more about the assessment process and how it benefits your organization, visit the Office for Civil Rights official guidance.

Security Risk Assessment Tool

The Office of the National Coordinator for Health Information Technology (ONC), in collaboration with the HHS Office for Civil Rights (OCR), developed a downloadable Security Risk Assessment (SRA) Tool to help guide you through the process. The tool is designed to help healthcare providers conduct a security risk assessment as required by the HIPAA Security Rule and the Centers for Medicare and Medicaid Service (CMS) Electronic Health Record (EHR) Incentive Program.

[Download SRA Tool](#)

Audit Wrap Up

1. Complete and index working papers.
2. Prepare a preliminary draft of the audit report.
3. Clear review notes.
4. Forward a draft of the audit to the auditee and request responses within 10 working days.
5. Incorporate auditee responses into the final audit report.
6. If requested, schedule and hold an exit conference.
7. Send the final report to reproduction and make one (1) unbound copy.
8. Prepare Release Memo, Staff Summary Sheet, and Management Agenda Item Cover Sheet.
9. Provide Audit Supervisor with _____ bound and _____ unbound copy(s) of the audit report.

Upon release by executive management and its appearance on the Draft Agenda, distribute the final report to the auditee and place the report, audit program, and risk analysis files in the appropriate folders on the shared drive for posting to the enterprise's website

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What's New

2023 Edition

- ✚ Update to meet last HIPAA compliance mandates
- ✚ Add a link to the Office of the National Coordinator for Health Information Technology (ONC) Security Risk Assessment Tool

2022 Edition

- ✚ Updated to meet the latest OCR requirements

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