

Are You (Accidentally) Violating HIPAA?

4 easy-to-miss compliance gaps that could cost you big

HIPAA compliance isn't just a "one and done" checklist. Many practices are unknowingly putting themselves at risk of HIPAA violation by neglecting a few critical requirements. Here are **4 common ways** offices fall out of compliance—and how to fix them:

01

Missing (or Empty) HIPAA Manuals

Required. Not optional. Every office must have and utilize a HIPAA manual. It should be filled out with your practice-specific protocols, like what to do in the event of a data breach, emergency or device loss.

ACTION ITEM:

Grab that binder, dust it off, and start filling it out. Don't know how? Compliance pros, like Consultant [Tija Hunter](#), can help.

02

No Business Associate Agreements (BAAs)

If a vendor touches any patient data (think: IT companies, document shredders, cloud software, or billing services) you **must** have a signed BAA on file. Download this free [BAA template](#), courtesy of Tija Hunter.

TIP:

Create a vendor checklist and send out BAAs today. It's a quick, easy task that protects your practice and your patients.

03

Skiping Annual Training

HIPAA (and OSHA) training must be done **every year**, for **every team member**. The doctor or a certified trainer should walk through protocol updates and answer questions.

ACTION ITEM:

Training isn't an option. It's the number one way to prevent violations caused by your team.

04

No Annual Risk Assessment

HIPAA requires an annual review of how PHI (Protected Health Information) enters, moves through and exits your practice. If you've never done one, now's the time.

ACTION ITEM:

Each year, review how PHI flows in and out of your organization. Full stop.

Don't leave your practice exposed.

If any of these areas are unfinished or unfamiliar, you're not alone. But it's time to fix it.

Need help? Reach out to trusted compliance consultants like [Tija Hunter](#) at tijaefda@gmail.com for templates or a HIPAA game plan tailored to your office.