



# Onboarding Staff Checklist

## HIPAA Compliance Checklist Employee Onboarding

All forms and training are in the HIPAA Compliance Kit: Step-by-Step: Step 4 (Training)

	Item	Description
<b>Before Hire</b>		
<input type="checkbox"/>	Application	Employment Application
<input type="checkbox"/>	References Checked	Listed and Known References
<input type="checkbox"/>	Background Check Performed	Based on Policy Requirements
<input type="checkbox"/>	OIG LEIE Check for All Known Names	<a href="https://oig.hhs.gov/exclusions/exclusions_list.asp">https://oig.hhs.gov/exclusions/exclusions_list.asp</a>
<input type="checkbox"/>	Role Based Accesses Performed	Role:
<input type="checkbox"/>	Job Description Reviewed	Duties for Position Defined
<input type="checkbox"/>	Job Description List Translation Duties	
<b>Before Access to Patient Information or Patient Access</b>		
<input type="checkbox"/>	Initial HIPAA Training	Training Summary If Full Training Not Completed
<input type="checkbox"/>	Confidentiality Agreement Signed	HIPAA Confidentiality Agreement
<input type="checkbox"/>	Code of Conduct Summary Training Sheet	OIG Compliance Documents
<input type="checkbox"/>	Complete HIPAA Training Documented	Full HIPAA Staff Training
<input type="checkbox"/>	Mobile Device Policy Signed	If Staff Member will Access PHI on Mobile Device
<input type="checkbox"/>	Other:	
<b>Staff with Remote Access or a Remote Worker</b>		
<input type="checkbox"/>	Work at Home Policy	Reviewed and Signed
<input type="checkbox"/>	Security Home Review	Reviewed and Signed
<b>Yearly Review</b>		
<input type="checkbox"/>	Review Employee Job Descriptions	Did the employee position or duties change?

Forms and Documents Associated with This Checklist		
ID	Form/Document	Location/Link
10	HIPAA Training Summary	
10a	Confidentiality Agreement	
20	Code of Conduct Acknowledgement	
30	Mobile Device Policy	
40	Sanctions Policy	
50	Work At Home Policy	
60	Home Security Review	
70	OIG List of Excluded Individuals and Entities	<a href="http://www.exclusions.oig.hhs.gov">www.exclusions.oig.hhs.gov</a> 