

CHECKLIST Onboarding Staff Checklist

HIPAA Compliance Checklist Employee Onboarding				
All forms and training are in the HIPAA Compliance Kit: Step-by-Step: Step 4 (Training)				
711110	Item	Description		
Before Hire				
	Application	Employment Application		
	References Checked	Listed and Known References		
	Background Check Performed	Based on Policy Requirements		
	OIG LEIE Check for All Known Names	https://oig.hhs.gov/exclusions/exclusions_list.asp		
	Role Based Accessed Performed	Role:		
	Job Description Reviewed	Duties for Position Defined		
	Job Description List Translation			
	Duties			
Before Access to Patient Information or Patient Access				
	Initial HIPAA Training	Training Summary If Full Training Not Completed		
	Confidentiality Agreement Signed	HIPAA Confidentiality Agreement		
	Code of Conduct Summary Training	OIG Compliance Documents		
	Sheet			
	Complete HIPAA Training	Full HIPAA Staff Training		
	Documented			
	Mobile Device Policy Signed	If Staff Member will Access PHI on Mobile Device		
	Other:			
Sta	Staff with Remote Access or a Remote Worker			
	Work at Home Policy	Reviewed and Signed		
	Security Home Review	Reviewed and Signed		
Yearly Review				
	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	www.exclusions.oig.hhs.gov
		Office of Inspector General U.S. Department of Health & Human Services Chowet OHC Peyrett & Frank Compliance Exclusions John of the page to lean have to lead our the Ludicions Unitable By no species before Affoliars, you Search the Exclusions Database Do not one you browners back botton while rangeting through the LDC search inclead, use the Letter of the Local Compliance By the Loca