

UW Medicine

COMPLIANCE

UW Medicine Clinical Areas Privacy Audit Criteria

Date: _____

Reviewer: _____

Location/Department: _____

Public Area		N/A	No 0	1	2	3	Yes 4
1	Does patient sign-in sheet contain minimal information (patient name)? Comment:						
2	Are patients called from waiting areas to clinical areas using either first <u>or</u> last name (not full name)? Comment:						
3	Are staff and patient/ family discussions of PHI occurring in areas where conversation cannot easily be overheard? Comment:						
4	Are telephone conversation, speakerphone use and dictation occurring in areas where PHI is not easily overheard? Comment:						
5	Are staff-only areas designated as such, restricted to authorized personnel, and monitored or secured? Comment:						
6	Are vendors and visitors in non-public areas escorted? Comment:						
Workspace Areas		N/A	No 0	1	2	3	Yes 4
1	Is PHI or confidential information stored in the clinical area appropriately safeguarded? Comment:						
2	Are hallways or workspaces of patient care areas free of visible PHI (charts, x-rays, computer screens, etc.)? Comment:						
4	Are file cabinets containing PHI locked and secure when not in use? Comment:						
Workstations		N/A	No 0	1	2	3	Yes 4
1	Are screen savers in use on workstations? Comment:						

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2	Are computer screens shielded and not otherwise readable by patients/visitors? Comment:						
3	Are passwords visible or written down near a workstation? Comment:						
4	Are laptops or other portable equipment secured and only accessed by authorized personnel? Comment:						
5	Are workstations properly secured when unattended by securing the Operating System or the Clinical Applications? Comment:						
	Printer and Fax	N/A	No 0	1	2	3	Yes 4
1	Are printers accessible only to authorized workforce? Comment:						
2	Are fax machines accessible only to authorized workforce and information containing PHI not left on fax machines? Comment:						
3	Do fax cover sheets contain the required confidentiality clause and language for external communication? Comment:						
	Garbage and Recycle	N/A	No 0	1	2	3	Yes 4
1	Are garbage cans free of PHI? (ex. patient labels or reports)? Comments:						
2	Is PHI properly secured in recycle bins so that non-UW Medicine workforce members cannot take the information? Comment:						
	Miscellaneous	N/A	No 0	1	2	3	Yes 4
1	Is the current version of the Notice of Privacy Practices brochure available and accessible to all patients? Comment:						
2	Workforce members reviewed have signed the UW Medicine Privacy, Confidentiality, and Information Security Agreement.						

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	Comment:						
3	Workforce members reviewed have signed the Integrity at Work book. Comment:						
4	Workforce members reviewed have completed the online HCCS HIPAA Compliance training. Comment:						
5	Workforce members reviewed have completed the online HCCS Corporate Compliance training. Comment:						
6	There is documentation that supports the workforce member's access to systems. Comment:						