

HIPAA- AUDIT REPORT
PHYSICAL ROUNDS

Dept. Name:/ Location:

Audit Date:/Time:

Assessment	HIPAA Compliant?	HIPAA Standard Violated:	Specific Findings:
<i>Monitor facing away from public?</i>			
<i>System properly logged off when not in use (ie. Eagle, Cerner, RIS)?</i>			
<i>Passwords / User ID's are out of sight/concealed from public?</i>			
<i>Patient information (charts, medical records, reports, lab tests) are concealed / being attended in conference rooms, on nursing station counters, on fax machines?</i>			
<i>Rooms / cabinets containing patient charts are locked or are appropriately supervised?</i>			
<i>Boards containing patient diagnostic information are concealed / out of sight from the public?</i>			
<i>Fax machines located in secure areas?</i>			
<i>Patient information NOT discarded in regular trash cans?</i>			
<i>Shredders are present / functional?</i>			
<i>Patient Information discussed in private area, NOT in public?</i>			
<i>UHB's Financial Assistance policy posted in the area (Charity Care Poster)?</i>			
<i>Compliance Hotline Poster posted in the area?</i>			
<i>Notice of Privacy Posted in the area?</i>			