HIPAA Policy & Procedure Template for Small Practices

This template is intended for solo practitioners and small healthcare practices to help develop and document HIPAA-compliant policies and procedures. Customize each section to reflect the specific practices of your setting.

Policy Title:

e.g., "Client Record Access Policy" or "Electronic Device Security Policy"

Purpose:

State the goal of the policy and how it supports HIPAA compliance. Example: 'To ensure clients have timely and appropriate access to their protected health information.'

Scope:

Indicate who the policy applies to. Example: 'This policy applies to all workforce members, including the practitioner, assistants, and any contractors who access client information.'

Definitions:

Define key terms such as 'PHI', 'ePHI', 'Breach', 'Business Associate'. You can refer to standard HIPAA definitions here.

Policy Statement:

Describe the expectations, rules, or principles guiding this area of practice. Example: 'All devices containing ePHI must be encrypted and password-protected.'

Procedures:

Outline the steps required to implement the policy. Use numbered steps or bullet points for clarity.

Responsibilities:

Specify who is responsible for implementing, monitoring, and enforcing the policy. In a solo practice, this is likely the practitioner themself.

Training:

Describe how and when training is provided. Example: 'HIPAA training will be completed annually and documented in the training log.'

Review and Revision:

Explain how often the policy will be reviewed and who is responsible for making updates. Example: 'This policy will be reviewed annually and revised as needed to reflect changes in law or practice.'

Approval and Effective Date:

Include a place for signature, printed name, date, and title. Example:

- Approved by: _____
- Name/Title: _____
- Effective Date: _____

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