

# HIPAA Compliance Checklist for DSOs

As DSOs grow across multiple practices, maintaining HIPAA compliance becomes increasingly complex. Yet it remains essential—not just to avoid penalties, but to build trust, reduce risk, and support operational excellence at scale.

## Ready to Strengthen Your HIPAA Program?

Whether you're integrating new locations or improving existing compliance systems, the key is consistency, visibility, and a proactive culture.

This checklist outlines key actions DSOs can take to embed compliance into daily operations, making HIPAA a strategic enabler of growth rather than a roadblock.



### 1. Set Clear Compliance Goals & Metrics

- ✓ Define HIPAA KPIs: training completion rates, risk assessment frequency, incident response times.
- ✓ Standardize compliance policies across all sites.
- ✓ Report progress and gaps regularly to senior leadership.



### 2. Build a Scalable Compliance Operating Model

- ✓ Roll out centralized HIPAA policies and ePHI protection standards.
- ✓ Automate risk assessments and compliance documentation.
- ✓ Launch ongoing, role-specific HIPAA training programs.
- ✓ Use unified access controls and audit logs organization wide.



### 3. Implement Continuous Risk Management

- ✓ Conduct regular, documented risk assessments across all locations.
- ✓ Monitor for new threats tied to tech, staff, or regulatory updates.
- ✓ Update mitigation plans frequently and track remediation efforts.



### 4. Align Compliance with Growth Strategy

- ✓ Validate and update all Business Associate Agreements (BAAs).
- ✓ Integrate HIPAA planning into acquisition and expansion strategies.
- ✓ Test and revise breach response plans as your organization evolves.



### 5. Strengthen Incident Detection & Response

- ✓ Enable 24/7 monitoring for unauthorized access or ePHI anomalies.
- ✓ Clearly define breach response roles and escalation paths.
- ✓ Conduct regular breach simulations and review team performance.



### 6. Use Compliance as a Competitive Advantage

- ✓ Communicate your HIPAA program to patients and partners.
- ✓ Select vendors with strong HIPAA compliance credentials.
- ✓ Promote internal compliance wins to reinforce culture and accountability.



### 7. Manage Vendor & Third-Party Compliance

- ✓ Establish a formal vendor risk management process.
- ✓ Include HIPAA terms and breach requirements in all contracts/BAAs.
- ✓ Audit key vendors on a regular schedule.



### 8. Audit key vendors on a regular schedule.

- ✓ Schedule annual training and role-specific refreshers.
- ✓ Embed HIPAA accountability in performance reviews.
- ✓ Recognize teams or individuals for exemplary compliance behavior.

## Contact Thinc Forward

to build or scale a HIPAA compliance program that supports your DSO's growth, minimizes risk, and protects what matters most—your patients.



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