



HIPAA Compliance Checklist

for Document
Management Systems



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Use this checklist to ensure that a document management system, like Docupile, meets HIPAA compliance standards.



1) Data Encryption

Is data encrypted both in transit and at rest?

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Verify if the system uses SSL/TLS for data in transit.

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Check if AES-256 encryption is used for data at rest.



2) Access Controls

Are there strict access controls in place?

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Ensure multi-factor authentication (MFA) is required.

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Verify if role-based access control (RBAC) is implemented.



3) Audit Trails

Does the system maintain comprehensive audit trails?

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Check if all user activities are logged.

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Verify if access logs are regularly reviewed.



4) Secure Storage

Is data stored in HIPAA-compliant data centers?

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Ensure data centers have physical security measures like surveillance and controlled access.

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Verify if digital protections such as firewalls and intrusion detection systems are in place.



5) Regular Security Assessments

Are regular security assessments conducted?

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Check if periodic vulnerability scans and security assessments are performed.

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Ensure the system is updated based on the findings of these assessments.



6) User Training

Is ongoing HIPAA training provided to personnel?

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Verify if staff handling PHI receive regular training on HIPAA regulations and best practices.

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Check if the training includes data handling procedures and security protocols.



7) Business Associate Agreement (BAA)

Is there a signed BAA with the document management provider?

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Ensure a BAA is in place to confirm the provider's compliance with HIPAA regulations.



8) Incident Response Plan

Does the system have an incident response plan?

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Verify if there is a documented plan for responding to data breaches or security incidents.

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Check if the plan includes procedures for notifying affected parties.



9) Data Backup and Disaster Recovery

Are data backup and disaster recovery plans implemented?

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Ensure regular data backups are performed.

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Verify if there is a disaster recovery plan to restore data in case of an incident.



10) Physical Security

Are physical security measures in place?

- ☐ Check if data centers have controlled access, surveillance, and secure disposal methods for hardware.



11) Privacy Practices

Are there clear privacy practices and notices?

- ☐ Ensure the system provides a notice of privacy practices.
- ☐ Verify if there are policies for obtaining patient consent for data use and sharing.



12) Compliance Documentation

Is documentation available to demonstrate HIPAA compliance?

- ☐ Check if the provider can provide compliance reports and certifications.



Ready to ensure your document management system is HIPAA compliant? Experience the peace of mind that comes with using Docupile.

Wish to secure your files?

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