Top 6 HIPAA Tips to Keep Compliant and Safe

1. **Password protect and encrypt all ePHI**
   - Use strong passwords and change them regularly.
   - Encrypt data both in transit and at rest to protect against unauthorized access.

2. **Keep an offsite backup of electronic files**
   - Regularly backup electronic files to external storage devices.
   - Test backups to ensure they are accessible and usable.

3. **Have a BAA in place with all vendors that handle your ePHI**
   - Ensure all vendors have a Business Associate Agreement (BAA) in place.
   - Confirm vendors are HIPAA compliant and understand their security obligations.

4. **Don’t send ePHI via regular email**
   - Use encrypted email services designed for HIPAA compliance.
   - Consider using secure messaging platforms.

5. **Maintain an audit trail**
   - Keep track of access to patient information.
   - Log and monitor access to ePHI.

6. **Use ONC Certified Practice Management System**
   - Choose a certified system to ensure data security and compliance.
   - Regularly update software to patch any security vulnerabilities.

Stay OUT of trouble and IN compliance with these six helpful tips, courtesy of ClinicSource.

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This resource brought to you by ClinicSource, the practice management software, the discountor of ONC-designated EHRs, designed by Theranet, parent of Cornerstone.