Healthcare Workstation HIPAA Compliance Checklist

Complete this checklist to ensure workstation HIPAA compliance and safeguard Protected Health Information (PHI).

Physical Security

☐ Workstations located in secure, authorized-access areas

☐ Screen privacy filters in use where required

☐ Workstations not accessible to unauthorized persons

☐ Devices secured to desk or with cable locks if necessary

Technical Safeguards

☐ Automatic logoff enabled after period of inactivity

☐ Password-protected access to operating system

☐ Up-to-date antivirus and security patches installed

☐ Strong authentication and password policies applied

☐ Data encryption enabled where applicable

Policies & Procedures

☐ Staff trained on HIPAA workstation use policies

☐ Clear desk policy enforced (no PHI left unattended)

☐ Workstations used only for authorized purposes

☐ Procedures in place for workstation disposal/reassignment

Checklist Owner & Review

Completed by	
Date	
Reviewed by	
Date	

Additional Notes