



# HIPAA Readiness Checklist

Use this checklist to quickly assess your HIPAA readiness. Score each control, assign an owner and target date, and export/share with your team.

**Lumen21**

# Encrypt PHI at rest and in transit

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## Status

Met      Partially Met      Not Met

## Notes

## Score

0      1      2

## Owner

## Target Date

# RBAC

*(least privilege, quarterly reviews)*

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## Status

Met      Partially Met      Not Met

## Notes

## Score

0      1      2

## Owner

## Target Date

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## Instructions

**Status:** Met | Partially Met | Not Met

**Score:** 0 (Not Met) | 1 (Partial) | 2 (Met)

Add **Owner** and **Target date** for each item.

# Audit logging & monitoring

(centralized, alerts, retention)

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## Status

Met

Partially Met

Not Met

## Notes

## Score

0

1

2

## Owner

## Target Date

# Patch & vulnerability management

(automation, cadence)

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## Status

Met

Partially Met

Not Met

## Notes

## Score

0

1

2

## Owner

## Target Date

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## Instructions

**Status:** Met | Partially Met | Not Met

**Score:** 0 (Not Met) | 1 (Partial) | 2 (Met)

Add **Owner** and **Target date** for each item.

# Security Risk Analysis

(annual, documented remediation)

Status			Notes
Met	Partially Met	Not Met	
Score			
0	1	2	
Owner	Target Date		

# Security awareness training

(onboarding + quarterly; phishing sims)

Status			Notes
Met	Partially Met	Not Met	
Score			
0	1	2	
Owner	Target Date		

## Instructions

**Status:** Met | Partially Met | Not Met

**Score:** 0 (Not Met) | 1 (Partial) | 2 (Met)

Add **Owner** and **Target date** for each item.

# Incident response plan

(roles, tabletop 1-2x/year)

## Status

Met

Partially Met

Not Met

## Notes

## Score

0

1

2

## Owner

## Target Date

# Vendor management & BAAs

(inventory, current BAAs)

## Status

Met

Partially Met

Not Met

## Notes

## Score

0

1

2

## Owner

## Target Date

## Instructions

**Status:** Met | Partially Met | Not Met

**Score:** 0 (Not Met) | 1 (Partial) | 2 (Met)

Add **Owner** and **Target date** for each item.

# Scorecard

Total Score (0 - 16)

## Guidance

-  **High Risk | 0 - 7** prioritize quick wins
-  **Medium Risk | 8 - 12** schedule remediation plan
-  **On Track | 13 - 16** maintain & document evidence

Need help getting audit-ready?

[Book a short consultation](#)

# Mini Action Plan

## Top 5 Fixes – Tracker

Tip: Attach proof (e.g., policy screenshots, training exports, patch reports, log samples). Review cadence: 15–20 minutes every 2 weeks.

Action Item	Why (Impact)	Owner	Target Date	Status	Notes

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At Lumen21, we know that you want to be a confident owner who protects patient data and empowers your team with technology that just works. To do that, you need an IT partner who understands compliance, communicates clearly, and takes the weight of cybersecurity off your shoulders. The problem is you're stuck with an IT setup that's confusing, unproven, or leaves you wondering if you're truly protected — which makes you feel anxious, exposed, and frustrated when all you really want is to focus on running your practice. We believe healthcare leaders like you shouldn't have to become IT experts just to keep your data safe. We understand how stressful it is to carry the responsibility of compliance and patient protection without knowing if your systems are secure, which is why we've spent nearly two decades supporting clinics like yours — with 24/7 monitoring, HIPAA-aligned systems, and a team that speaks your language.

**Start with a free cyber and risk assessment today!** Contact us at [Lumen21Cyber@lumen21.com](mailto:Lumen21Cyber@lumen21.com) or call us at 800-340-0927