

The Ultimate Compliance Checklist

By the one-year anniversary of the Safeguards Rule (June ninth):

- Complete **Executive Report**
- Complete Incident Response plan
- Complete Risk Assessment
- Address Risk Assessment findings
- Add vendors for vendor management
- Push for 100 percent security training completion
- Verify encryption on any file shares or storage locations
- Ensure MFA is enabled on email and DMS

Ongoing tasks to remain compliant:

- Review access to customer data monthly
- Review training status monthly
- Review and update device inventory semi-annually
- Review semi-annual vulnerability assessments
- Review incident response policies annually
- Review Incident Response plan annually
- Review service providers annually
- Update/replace end-of-life devices