



## Checklist to Ensure Your Communications are HIPAA Compliant

*This is an extra resource to go along with the original article:*  
[Your Guide to Staying HIPAA Compliant When Emailing Patients](#)

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1. Your data is encrypted in transit (when you send an email) and at rest (when it's stored on a computer).
2. You are using a compliant email provider with a verified, signed Business Associates Agreement.
3. You have signed consent from the recipient that they accept email communications.
4. Your emails include a privacy disclaimer at the end.
5. Your disclaimer explains that the information within is confidential, intended only for the person addressed, and it explains what to do if the recipient is not the correct person.
6. You have an office policy that explains which staff members may discuss healthcare with patients and under what circumstances.