Notice of Privacy Practices audit

A practical California working record - editable in Word

USE IT THIS WAY	DO NOT MISTAKE IT FOR THIS
Use before publishing a notice and after material changes to uses, disclosures, vendors, rights, or contact information.	This is not a model notice, legal opinion, or determination that HIPAA applies to the practice.

Working record

Prepared by	
Reference (no names)	
Date opened	
Next review date	

Six review points

1	**[ ] Confirm scope and identity** Record the covered entity or practice identity, contact route, effective date, and applicability basis. **Your record:** _____ **Source:** HHS: Privacy Rule guidance
2	**[ ] Map stated uses and disclosures** Compare each category in the notice with actual services, billing, operations, vendors, and legal duties. **Your record:** _____ **Source:** HHS: Privacy Rule guidance
3	**[ ] Map client rights workflows** Identify who receives requests, verifies authority, calendars deadlines, and documents the response. **Your record:** _____ **Source:** HHS: Privacy Rule guidance
4	**[ ] Check restrictive state rules** Flag psychotherapy, minor, substance-use, and other records for jurisdiction-specific professional review. **Your record:** _____ **Source:** BBS: statutes, regulations, and law changes

5	**[ ] Plan availability and acknowledgment** Record website, office, intake, revision, accessibility, and acknowledgment procedures. **Your record:** _____ **Source:** HHS: Privacy Rule guidance

6	**[ ] Preserve version history** Keep each issued version, effective date, change reason, and delivery evidence. **Your record:** _____ **Source:** HHS: Privacy Rule guidance

Close the loop

Decision / next action	
Owner	
Due date	

Controlling sources

- HHS: Privacy Rule guidance
- BBS: statutes, regulations, and law changes

Educational information only. Not legal, clinical, tax, billing, or regulatory advice. Recheck every source before relying on an older saved copy. Do not put client-identifying information in a copy you cannot secure.