

# HIPAA Compliance Checklist for Solo Therapists

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**The 2026 HIPAA Security Rule updates are now in effect.** Encryption is mandatory. MFA is required. Every covered entity must complete a formal Security Risk Analysis. Use this checklist to identify your gaps.

## 1. Security Risk Analysis (SRA)

- Completed a formal SRA within the past 12 months
- Documented all systems that create, receive, maintain, or transmit ePHI
- Identified threats and vulnerabilities specific to your practice
- Created a written remediation plan with timelines

## 2. Access Controls and Authentication

- Unique user IDs for every person who accesses ePHI
- Multi-factor authentication (MFA) enabled on all systems with ePHI
- Automatic session timeout and screen lock configured
- Emergency access procedures documented

## 3. Encryption and Data Protection

- Full-disk encryption on all laptops and desktops
- Encryption on all mobile devices (phones, tablets)
- Encrypted email for any communications containing PHI
- Encrypted backups with documented backup schedule

## 4. Device and Network Security

- Firewall enabled on all practice devices
- Antivirus and anti-malware software installed and current
- Home Wi-Fi secured with WPA3 or WPA2 minimum
- Separate network for practice devices vs personal

## 5. Policies and Documentation

- Written HIPAA Privacy Policy
- Written HIPAA Security Policy

- Business Associate Agreements (BAAs) on file for all vendors
- Updated Notice of Privacy Practices (2026 requirements)
- Document retention and disposal policy

## 6. Training and Awareness

- Annual HIPAA training completed (even if solo practitioner)
- Training documentation on file
- Sanctions policy for HIPAA violations documented

## 7. Incident Response and Breach

- Written breach notification procedures
- Incident response plan documented
- Breach log maintained (even if no breaches have occurred)
- Know how to report a breach to HHS within 60 days

= Priority item — address these first

**Scoring:** Count your checked items out of 28. **24–28:** Strong. **18–23:** Gaps to address. **12–17:** Significant risk. **Below 12:** Urgent action needed.

### Need help getting compliant?

KaNun Digital provides hands-on HIPAA compliance services for solo and small therapy practices — Security Risk Analysis, implementation, and ongoing monitoring.

[munya@kanun.digital](mailto:munya@kanun.digital) | (952) 484-7795 | [kanun.digital](https://kanun.digital)