

Privacy Officer To Do List

- Create a journal and update it chronologically
 - Document changes with Vendors, administration, practices, staffing, physical security, orientation, etc.

- Training Program
 - Staff meetings
 - Bulletins, communication log
 - In-services and workshops

- Review policies and procedures
 - Document!

- Privacy Impact Assessment (PIA)
 - List activities

- IT
 - Backup schedule
 - Backup restore tested
 - EMR/Software installed

Date	Category	Comments