



PHYSICAL WALKTHROUGH WORKSHEET

Organization:	Date:
Location:	Completed by:

<p>Workstation Security</p> <ol style="list-style-type: none"> 1. Electronic health record (EHR) logged in and visible on unattended workstation. 2. Unattended and unlocked workstations that have access to electronic protected health information (ePHI). 3. Workstations logged into EHR and unlocked for general use by staff. 4. Any workstation monitors not protected by view from unauthorized persons/passersby. 5. Passwords written down and easily seen by passersby. 	<p>Observations:</p>
<p>Paper/Hardcopy/PHI Security</p> <ol style="list-style-type: none"> 1. Visible protected health information (PHI) in trash. 2. PHI unattended, face up, and readable. 3. Copiers/printers/faxes unattended PHI. 4. Public view bulletin/white boards visible PHI. 	
<p>Facility Security</p> <ol style="list-style-type: none"> 1. Entrances left open or unlocked. 2. Restricted doors left open or unlocked. 3. Visitors not escorted where required. 4. PHI overheard in patient care areas. 5. Security cameras in non-public areas to monitor entrance/exit: <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A 	

Server/Wiring Room	Answer	Notes
1. All equipment in locked room with limited access.	Yes No	<input type="checkbox"/> Badge Access <input type="checkbox"/> Key Code <input type="checkbox"/> Physical Key
2. Other non-related supplies in area (hazards).	Yes No	
3. Equipment on floor.	Yes No	
4. EHR uninterrupted power source.	Yes No	<input type="checkbox"/> Battery Back-up <input type="checkbox"/> Generator
5. Fire extinguisher (electrical rated).	Yes No	
6. Fire suppression system.	Yes No	<input type="checkbox"/> Sprinkler System
7. Climate controlled.	Yes No	
8. Water pipes over equipment.	Yes No	