Required items: one-page checklist

Tiered Technology Framework and Assessment Checklist | v1.1, November 2026 | © 2026 Kenny Collaborative LLC

Operational guidance, not legal, compliance or financial advice. Confirm requirements with your compliance advisor or attorney.

Mark each Required row done, partial or missing. Circle the first two missing items. Full framework and costs: the spreadsheet in the session resources.

ID	Category	Regulatory basis	Done	Partial	Missing
P1-01	Unique login for every person	164.312(a)(2)(i) unique user identification (R)	☐	☐	☐
P1-03	Productivity suite (email, files, chat, calendar) under a BAA	164.308(b)(1) business associate contracts (R)	☐	☐	☐
P1-04	Patient communication on practice accounts only	164.308(b)(1) (R)	☐	☐	☐
P1-08	Backup of practice files outside any single device	164.308(a)(7)(ii)(A) data backup plan (R)	☐	☐	☐
P1-09	Offboarding procedure, same day as HR	164.308(a)(3)(ii)(C) termination procedures (A)	☐	☐	☐
P1-10	Security awareness training on a schedule	164.308(a)(5)(ii)(A) security reminders (A)	☐	☐	☐
P1-11	Risk analysis, dated, at least yearly	164.308(a)(1)(ii)(A) risk analysis (R)	☐	☐	☐
P2-02	BAA for every system on that list	164.308(b)(1) business associate contracts (R)	☐	☐	☐
P2-03	EMR with individual logins and role-based access	164.312(a)(2)(i) (R)	☐	☐	☐
P2-04	EMR audit log you can pull	164.312(b) audit controls (R)	☐	☐	☐