

## Physician Office Cyber Risk Reduction Checklist

### 1. Identify & Assess Risks

- Perform a tailored cybersecurity risk assessment for your practice.
- Use external audits and quarterly resilience scorecards.

### 2. Protect & Prevent

- Set up immutable, off-site encrypted backups with quarterly testing.
- Implement Multi-Factor Authentication (MFA) on all accounts.
- Provide annual HIPAA training and phishing simulations for staff.
- Limit EMR/data access to role-based permissions.

### 3. Detect & Respond

- Use real-time monitoring tools to identify threats early.
- Develop and test incident response playbooks for containment and communication.
- Establish downtime guarantees with IT/security vendors.

### 4. Recover & Continuity

- Regularly test recovery drills to ensure systems can be restored within 24-48 hours.
- Maintain restoration runbooks for quick recovery of EMR and patient data.
- Document and update your business continuity plan.

### 5. Compliance & Legal Readiness

- Maintain HIPAA audit-ready documentation for insurers and regulators.
- Review cyber insurance coverage annually for adequacy and savings.
- Prepare breach notification and PR workflows to protect patient trust.

