

HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy & Procedure
HIPAA Committee

Effective Date:	January 2006	Policy No:	HIPAA-13
Cross Referenced:		Origin:	Compliance Officer
Reviewed Date:	1/06, 10/08, 07/12	Authority:	Chief Operating Officer
Revised Date:		Page:	1 of 1

MEMBERSHIP:

The HIPAA Committee is a sub-committee of the Organizational Integrity Program Committee, is multidisciplinary and is responsible for monitoring, reviewing, analyzing and providing recommendations regarding HIPAA Compliance. Each person selected for the committee will appoint an alternate member who will serve in his/her absence.

The Committee shall consist of, but not limited to, the following disciplines:

Administration/HIPAA Officer (Chairperson)	Medical Records
Chief Medical Officer (Ad Hoc Member)	Nursing Unit (One)
Patient Business	Nursing Unit (Two)
Human Resources	Radiology
Information Technology	Registration
Laboratory	Volunteers

DUTIES AND RESPONSIBILITIES:

The HIPAA Committee is responsible for developing, implementing, and maintaining a comprehensive, organization-wide HIPAA Program and endeavors to accomplish this by:

1. Overseeing HIPAA regulation compliance.
2. Reviewing, evaluating, modifying and implementing all Organizational Policies and Procedures that apply to HIPAA.
3. Each member will assist with the departmental audits to determine HIPAA Compliance and determine non-compliance trends for additional education.
4. Evaluating orientation material and education programs provided for employees as they relate to all components of the hospital-wide HIPAA Compliance.
5. Provide a copy of Audit Reports to departments and provide any feedback required to assist with corrective action for deficiencies relating to HIPAA.
6. Maintain meeting minutes which reflect the recommendations, actions and conclusions of the HIPAA Committee. Provide a copy of the meeting minutes to the Organizational Integrity Committee.
7. The HIPAA Committee will meet monthly. The Committee will select the day and time of the meetings for the calendar year.