

# **UNCG Compliance and Integrity Program**

## **HIPAA One Committee Charter**

December 12, 2022

### **Purpose**

The Health Insurance Portability and Accountability (HIPAA) Compliance Committee (“the Committee”) operates under the auspices of the Division of Student Affairs. It is a standing committee providing broad strategic guidance and oversight to support the University-wide HIPAA Compliance Program (“UNCG HIPAA Program”). The UNCG HIPAA Program exists to address UNCG’s obligations to comply with the HIPAA Privacy and Security regulations.

Additional functions of the HIPAA Committee are to assess and analyze risks associated with HIPAA, to make recommendations to the UNC Greensboro Compliance and Integrity Program Committee (CIP Committee) regarding methods for addressing identified risks, and to lead the implementation of its recommendations.

### **Committee Responsibilities**

- Understand and convey information about the rights and obligations conferred by HIPAA
- Develop information and resources designed to assist Covered Entities and departments in their compliance efforts
- Implement a training program that informs all appropriate staff, including management, of all standards and procedures that apply to them in their roles
- Promptly document and process any complaints or instances of alleged HIPAA violations, mitigate any damages, and investigate and address any violations
- Monitor and update the community on new guidance as it is made available; and
- Provide regular progress updates to the CIP

### **Procedures**

The Committee is responsible for establishing procedures and a work plan to ensure that it accomplishes its goals and objectives.

### **Record Keeping**

The Committee should maintain the following records:

- Meeting minutes
- Meeting sign-in sheets
- Updated membership lists
- Records related to the establishment of and mission of the Committee

\*A representative from the Office of Institutional Integrity and General Counsel is included to

provide the Committee with legal counsel.

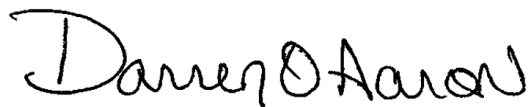
### **Membership**

The Committee is comprised of the representatives listed below. The Committee may adjust its roster, as needed, in order to accomplish its goals and objectives.

- Chair: UNCG HIPAA Privacy Officer, Student Health Services
- Vice Chair: UNCG HIPAA Security Officer, Information Technology Services Chief Information Security Officer
- Members:
  - Office of Institutional Integrity and General Counsel
  - Speech and Hearing Center
  - Psychology Clinic
  - Athletics Department
  - Office of Enterprise Risk Management
  - Student Health Services Assistant Director
  - Information Technology Services

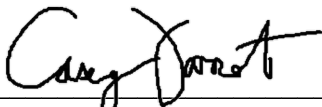
### **Periodic Charter Review and Renewal**

The Committee is responsible for periodically assessing its activities with respect to the duties and scope of work outlined in this charter and for taking action, as needed, in response to the assessment. This assessment includes a review of the adequacy of this charter.



Dec 12, 2022

**Darren O. Aaron, Director, Student Health Services | Date**



Dec 12, 2022

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**Casey J. Forrest, Chief Information Security Officer | Date**

## **UNCG Compliance and Integrity Program**

### **HIPAA Committee Procedures**

December 12, 2022

#### **Duties**

Committee members are expected to:

- Prepare for and attend Committee meetings
- Serve as a liaison between the Committee and their divisions, departments, units, or other constituent groups
- Contribute by sharing expertise and information, executing specific tasks, and by other means reasonably calculated to accomplish the Committee's goals and objectives; and
- Promote and preserve the integrity and effectiveness of the Committee

In addition to the duties outline above, the Chair and Vice Chair are expected to:

##### **Chair**

- Attend and conduct the meetings of the Committee
- Set meeting agendas and prepare meeting materials
- Lead and promote discussions of issues before the Committee
- Ensure that minutes are taken during meetings and that meeting materials are available to members of the Committee
- Communicate and report to the Vice Chancellor for Student Affairs on the recommendations and advice of the Committee, as needed

##### **Vice Chair**

- Attend meetings of the Committee
- Conduct Committee meetings if the Chair is unavailable
- Assist the Chair in performing their duties

#### **Meetings**

The Committee should meet at least once a month. The Committee may adjust its meeting schedule as necessary and agreed upon by a majority of the Committee members.