

STANDARD ADMINISTRATIVE PROCEDURE

16.99.99.M0.09 Operational Audits

Approved October 27, 2014

Next scheduled review: October 27, 2019

SAP Statement

This procedure applies to Texas A&M Health Science Center (TAMHSC) health care providers, its participating physicians and clinicians, employees and business units who provide management, administrative, financial, legal, and operational support to or on behalf of the health care provider and has been designated as a member of the TAMHSC Health Care Component. This procedure pertains to protected health information covered by the TAMHSC Health Care Component's Notice of Privacy Practices.

Official procedure

1. RESPONSIBILITIES

The Privacy and Security Officer with assistance from the TAMHSC Health Care Component is responsible for operational auditsⁱ and for monitoring privacy practices and standards in order to ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA).

- 1.1 The TAMHSC Privacy and Security Officer will continuously monitor the privacy and security of health information in its computer system to ensure the integrity of such data.
- 1.2 The TAMHSC Privacy and Security Officer will perform annual audits of data users' activities to ensure compliance with HIPAA regulations, TAMHSC Policies, professional ethics, and accreditation requirements.
- 1.3 The Privacy and Security Officer and the TAMHSC Health Care Component shall work with the A&M System Internal Audit and other Regulatory Auditors by providing necessary documentation, policies and procedures, etc.

2. VIOLATIONS

The Privacy Officer has general responsibility for implementation of this procedure. Employees who violate this procedure will be subject to disciplinary action up to and including termination of employment. Anyone who knows or has reason to believe that

another person has violated this procedure should report the matter promptly to his or her supervisor or the Privacy Officer. All reported matters will be investigated, and, where appropriate, steps will be taken to remedy the situation. Where possible, every effort will be made to handle the reported matter confidentially. Any attempt to retaliate against a person for reporting a violation of this procedure will itself be considered a violation of this procedure that may result in disciplinary action up to and including termination of employment.

i HIPAA Code: §164.308(a)(1)(ii)(D), §164.308(a)(5)(ii)(C), §164.308(a)(8), §164.312(b)

Contact Office

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