

TRAINING UPDATE

Lab Location: GEC, SGMC & WOMC
Department: QA & Mgmt

Date Distributed: 4/30/2020
Due Date: 5/20/2020
Implementation: 5/18/2020

DESCRIPTION OF REVISION

Name of procedure:
HIPAA Audit SGAH.QA920 v2
Description of change(s):
<p>Header: changed WAH to WOMC</p> <p>Section 5: Updated documentation to store on electronic document system</p> <p>This revised SOP will be implemented May 18, 2020</p>

Document your compliance with this training update by taking the quiz in the MTS system.

Non-Technical SOP

Title	HIPAA Audit	
Prepared by	Leslie Barrett	Date: 7/17/2015
Owner	Cynthia Bowman-Gholston	Date: 7/17/2015

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:	Local Effective Date:	

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1. PURPOSE

This procedure outlines the process to monitor compliance with the patient privacy policy.

2. SCOPE

This procedure applies to annual HIPAA audits

3. RESPONSIBILITY

Laboratory management and quality assurance staff may perform this procedure.

4. DEFINITIONS

HIPPA - Health Insurance Portability and Accountability Act

5. PROCEDURE

A. Audit

1. Obtain the HIPAA Compliance Assessment form
2. Observe and assess work practices listed on the form
3. Record findings

B. Corrective Action

1. If any confidentiality or compliance failures are identified, corrective action must be initiated
2. The auditor will report findings to the director and area supervisor via email.
3. The supervisor will submit an email corrective action response including a timeline for completion.

C. Documentation

1. File the assessment form and correction action email electronically on the electronic document control system under Quality Documents.

6. RELATED DOCUMENTS

HIPAA Compliance Assessment (AG.F331)
HIPAA Policy, general laboratory policy

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
0	5/11/18	Header: Added other sites	L Barrett	C Bowman-Gholston
1	4/28/20	Header: Changed WAH to WOMC Section 5: Updated documentation to store on electronic document system	L Barrett	C Bowman-Gholston

9. ADDENDA AND APPENDICES

None