**COLUMBIA COUNTY COMMUNITY HEALTHCARE CONSORTIUM, INC.**

**MEETING NOTES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Committee: Corporate Compliance** | | | | **Date: March 4, 2020** |
| **Attending Members: Art Proper, Nancy Watrous, Theresa Lux, Lisa Thomas and Claire Parde** | | | | |
| **Absent Members: Tina Sharpe and Michael Cole** | | **Facilitator: Claire Parde** | **Scribe: Lisa Thomas** | |
| **TOPIC DISCUSSED** | **DISCUSSION SUMMARY** | | | |
| Review of Program and Fiscal Audits | As per the decision made at a prior meeting, the Committee reviewed any program audits that had occurred in the past 18 months:   * Transportation had a program audit October 2018. The review indicated a lack of interpretive services for those speaking languages other than Spanish or Bangla or those deaf or hard of hearing. We have contracted with Language Line Solutions for both telephonic and remote video interpreting. * NY Connects had a program audit October 2019 and a fiscal audit November 2019. There were no material findings. * MIPPA had a fiscal audit November 2019. There were no material findings. | | | |
| Inappropriate Receipt of Confidential Information | There were 12 instances in 2019 in which confidential information was inappropriately sent to and received by our agency. Seven were via fax and four were by mail. In addition, a visitor left a health insurance card in the lobby. In 2020, there has been one instance via fax. In all cases, the sender was notified of the error and the materials were destroyed. | | | |
| Breaches of Confidential Information | There have been no breaches of confidential information by the Healthcare Consortium. | | | |
| Medicaid Exclusions | The Office Manager performs Medicaid exclusion checks for staff and Board members on a monthly basis. There have been no findings. | | | |
| Issue with Navigator Phone Line | An unknown party from West Lebanon called the Navigator 800 number multiple times and left the phone line open, causing nearly $100.00 in charges. We notified the Sheriff’s Department and the Navigator Contract Manager. The Sheriff’s Department was unable to determine the identity of the caller. The number was blocked and our voicemail is being set up to timeout. | | | |
| Corporate Compliance Training | We reviewed training slides. Training for the Board will take place April 1. We will issue a memo to all staff in April outlining compliance guidelines. | | | |
| Other | Transportation will be moving to 610 State Street to free up office space for the D.A.’s office. Intelligent Technology Solutions, Inc. is ensuring we are HIPAA compliant with computer and phone wiring. | | | |
| Next Meeting | Wednesday, May 6, 2020 at 10:00 a.m. | | | |