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

**MEETING NOTES**

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| **Committee: Corporate Compliance** | | | | **Date: May 1, 2019** |
| **Attending Members: Tina Sharpe, Art Proper, Theresa Lux, Michael Cole, Nancy Watrous (by phone), Lisa Thomas and Claire Parde** | | | | |
| **Absent Members: none** | | **Facilitator: Claire Parde** | **Scribe: Lisa Thomas** | |
| **TOPIC DISCUSSED** | **DISCUSSION SUMMARY** | | | |
| Review and approve revisions to Policy 1002: Confidentiality | At the last Corporate Compliance meeting, there was a discussion about receiving faxes with Protected Health Information (PHI) on them that aren’t intended for our agency. This is typically information coming from providers. We receive information like this about once per quarter. Proposed changes to the Policy 1002: Confidentiality, which outlines the protocol for handling this information, were presented. Additionally, Lisa Thomas presented a draft Tracking Form for Inappropriate Receipt of Confidential Information, which the Committee reviewed.  A question came up about notifying the person whose information was disclosed. It was decided that it will be at the discretion of the Corporate Compliance Officer.  A Committee member inquired about a similar process when Confidential Information is inappropriately shared. The Healthcare Consortium does not generally collect or circulate PHI, but it is possible for Navigators to inadvertently send Personal Identifying Information (PII) by uploading documents to the wrong account. Therefore, it was determined that we should also track improper sending of PHI or PII from our office in the event it does occur. A separate Tracking Form for Inappropriate Sending of Confidential Information will be developed and referenced in Section 1002.2 Breach Policy as Item 5. Documentation. Following Board approval in June, all staff will be trained on this and the entire confidentiality policy.  **Committee Chair Art Proper requested a motion to recommend to the Entire Board approval of revisions to Policy 1002: Confidentiality. Michael Cole made the motion, which was seconded by Theresa Lux, and unanimously approved.** | | | |
| Review of disclosure forms | The following disclosure forms were reviewed: Robin Andrews, Jim Campion, Michael Cole, Bob Gibson, Chelly Hegan, PJ Keeler, Theresa Lux, Jack Mabb, Kevin McDonald, Art Proper, Jeff Rovitz, Beth Schuster, Laurie Scott, Tina Sharpe, Kenneth Stall, Sarah Sterling, Scott Thomas, John Thompson, Linda Tripp and Nancy Watrous. | | | |
|  | Michael Cole left the meeting at 10:49 a.m. | | | |
| Review/revise Code of Ethical Conduct Attestation | Due to the press of time, this will be completed at the next meeting. | | | |
| Next Meeting | July 3, 2019 at 10:00 a.m. | | | |