

Middle Tennessee State University
Office of Compliance and Enterprise Risk Management
Healthcare and HIPAA Compliance Subcommittee

April 7, 2020
Skype Meeting, 10am – 11am

Meeting Minutes

Attendees on Skype

M. Barton; C. Mullis; A. Schmuhl; Dr. E. Smith; Dr. M.K. Anderson; Dr. T. Ragland; R. Chapman; A. Magnuson; M. Nokes; K. Thurman; S. Wade; H. del Callar; G. Stephens

1. **Meeting Minutes from 4-11-2019.** Meeting minutes were reviewed by the Committee. Hearing no changes to the meeting minutes from the April 11, 2019 meeting, a motion was made to accept the meeting minutes by Mr. Rick Chapman. The motion was seconded by Ms. Maureen Nokes, and the motion carried without objection.
2. **PHI and Healthcare during the COVID-19 pandemic, and the FERPA/HIPAA connection.** Ms. Stephens asked Committee members to review the latest guidance from OCR and HHS regarding healthcare front-line workers, COVID-19, and allowable disclosures under HIPAA during the pandemic. Ms. Stephens also asked Committee members to review the FERPA video issued jointly by the DOE and HHS containing FERPA questions and answers related to COVID-19. Committee members needing the OCR, HHS, and federal Student Privacy Office emails forwarded by Ms. Stephens were asked to contact her after the meeting to obtain any missed information.
3. **PHI and Web Security.** Mr. Chad Mullis provided security related updates for Health Services and Pharmacy, as well as ITD's arrangement for Health Services and Pharmacy to utilize Microsoft Teams, which is HIPAA compliant. Mr. Mullis additionally mentioned that Counseling Services and the Child Development Center were set up to utilize Microsoft Teams. In addition, Counseling Services was provided secure laptops by Health Services, originally received from ITD. Mr. Chapman explained that Health Services and Pharmacy are also able to utilize Zoom-for-Health, which is included as part of the Point and Click EHR system. Ms. Stephens reminded Committee members to utilize secure web meeting platforms, such as the Zoom platform recommended by ITD (not the free version), but agreed that the use of Microsoft Teams was acceptable because it is HIPAA compliant.

Dr. Anderson mentioned that Microsoft Teams is sometimes "glitchy," however, Counseling Services continues to utilize it for patient meetings on the ITD provided

laptops. The ITD laptops also have BitLocker encryption to further safeguard patient information.

Mr. Chapman commented that he purchased three (3) Zoom-for-Health licenses.

4. **Counseling Services.** Dr. Anderson discussed a web-support group session that would not include treatment services and asked if Zoom could be utilized. Ms. Stephens explained her preference for the use of the ITD approved Zoom or Microsoft Teams. Ms. Stephens also asked Dr. Anderson to provide the advertisement for the support group session to ensure the language informed participants that the session was not meant to be considered a treatment or mental health counseling service. Dr. Anderson agreed to provide the information.
5. **Pharmacy Updates.** Dr. Ragland mentioned that Michael Barton of ITD and Vickie Sargent assisted Pharmacy with setting up a Telehealth Consent form, as well as an online Pharmacy form that is currently in use and meets compliance standards. Health Services and Pharmacy staff received online training regarding Telemedicine, and the Consent forms appear to be working. University Counsel also reviewed the Telehealth consent forms.
6. **Laptops.** Mr. Chapman informed Ms. Stephens that Dr. Clark and Ms. Nokes were still utilizing personal laptops. Ms. Stephens requested that ITD secure laptops be provided to Dr. Clark and Ms. Nokes for remote work to ensure HIPAA compliance and security protocols. Mr. Chapman and Ms. Nokes agreed to follow-up with Ms. Stephens about the laptops by the week's end.
7. **Face Masks.** Mr. Chapman, Ms. Nokes, and Dr. Ragland informed Ms. Stephens that N95 face masks were currently on order but stuck in customs from China. Mr. Chapman explained that surgical masks were needed at this time. Ms. Stephens agreed to find resources and/or mask makers to provide surgical masks to Health Services and Pharmacy staff.
8. **Adjourn.** The meeting adjourned at 10:46am.