

MIDDLE TENNESSEE STATE UNIVERSITY
Healthcare and HIPAA Compliance Subcommittee 2nd Annual Meeting
April 11, 2019
Health Services Conference Room, Rec Center Building
10:00am – 11:00am

Members Present:

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

Members Absent:

S. Wade; C. Davis; C. Casha

Note Taker:

H. del Callar

Minutes

1. **Approval of Prior Meeting Minutes from October 10, 2018.** Ms. Stephens presented the meeting minutes from October 10, 2018 of the Healthcare & HIPAA Compliance Subcommittee (Committee). Hearing no comments or changes to the October 2018 minutes, Ms. Stephens asked for a motion to approve the minutes. The motion was made by Richard Chapman. The motion was carried by Tabby Ragland.
2. **HIPAA Video Training – Completers; review/discussion.** Ms. Stephens explained that the HIPAA training module will be published onto Live Stream and will include scenario-based questions for the next iteration. She reported that 57 individuals have reviewed the training module with one individual not being able to complete the training because they were on leave. Ms. Ragland commented that the individual was no longer on leave and successfully completed the training module. Ms. Stephens agreed to provide a Certificate of Completion to the individual following the meeting. Ms. Stephens additionally asked for feedback regarding the effectiveness of the HIPAA training and suggested that one video be created rather than the segmented videos. Committee members commented that they preferred the segmented videos because multiple video format could be completed in between work duties. Ms. Stephens agreed to maintain the segmentation/multiple video format of the Training.
3. **Health Services and Campus Pharmacy Operations Guide.** Committee members were provided a physical copy of *MTSU's Health Services and Campus Pharmacy Operational Guide* (Guide). Ms. Stephens explained that the Guide's purpose was to: (a) ensure that both Health Services and Campus Pharmacy operations were documented; (b) be utilized as a resource for the department's internal library; and (c) ensure MTSU's

preparedness in the event of any internal or external audit. Director Rick Chapman suggested adding an inventory section; however, an inventory section was already added. Mr. Chapman suggested that the reference to state audit was MTSU's internal Audit and Consulting Services. Ms. Stephens agreed to make edits to the Guide, and the Committee was asked to provide additional recommendations for relevant contacts and policies.

4. **Healthcare Information Privacy.** The following summarizes the updates regarding the Committee's work to ensure the privacy of healthcare data.
 - a. **Secure Send:** Assistant Vice President Chad Mullis of ITD informed the Committee that the following MTSU offices/departments were equipped with the Secure Send feature: ITD; The Office of Compliance and Enterprise Risk Management; Student Health Services; Campus Pharmacy; Center for Dyslexia; Speech and Hearing Clinic; Financial Aid; Records Office; Bursar's Office, MTSU OneStop; Human Resources Services; and the Office of University Counsel. Dr. Mary Kaye Anderson asked if Counseling Services could also obtain Secure Send, as well as training on the software. Mr. Mullis agreed to add Counseling Services to the list of offices who would receive training.
 - b. **Software Questions:** Director of Nursing, Maureen Nokes, commented that Secure Send/Kiteworks was removed from her computer. Mr. Mullis recommended that Ms. Nokes complete an ITD work order so that the software could be restored on her computer.
 - c. **Other Items:** To ensure Health Services Nursing staff is not utilizing regular email to transfer sensitive information, Mr. Mullis recommended utilizing the E-Fax Corporate web-interface to transfer information more securely. Mr. Mullis and his team agreed to provide training on the E-Fax web interface after the end of the semester.
5. **Roundtable Updates.** Dr. Ragland commented that updates to Policy 85 are in process; however, additional time is needed. Ms. Stephens agreed to give the Committee until the end of May to submit any changes/edits to the above referenced Policy. Additionally, Dr. Anderson asked if there is an established set of criteria for ensuring operational efficiencies and compliance related to Counseling Services. Ms. Stephens agreed to have further discussions with Dr. Anderson to support Counseling Services in drafting a similar operational guide.
6. **Adjourn.** The meeting adjourned at 10:38am. The motion to adjourn was made by Mr. Chapman and was carried by April Magnuson.