



MIDDLE TENNESSEE STATE UNIVERSITY
Healthcare and HIPAA Compliance Subcommittee
November 15, 2017
2pm – 3pm; Health Services Conference Room

Meeting Minutes

Members Present:

S. Wade; R. Chapman; Dr. T. Ragland; M. Nokes; A. Magnuson; C. Mullis; M. Barton; K. Thurman; J. Brink; G. Stephens.

Members Absent:

A. Schmuhl

Note Taker:

G. Stephens

Minutes

1. **Update on Healthcare Software.** Chad Mullis and Michael Barton of ITD provided an updated on the Accellion software installation. The Accellion software will allow Pharmacy and Health Services staff to provide secure, HIPAA certified, electronic transactions to external HIPAA-covered entities. Mr. Barton commented that the infrastructure for the software is in process and should be complete by the end of 2017. Early adopters of the software should begin to be tested by February 2018. Health Services and Campus Pharmacy will be among the first departments to test, and to receive training on, the software. Dr. Ragland of Campus Pharmacy asked how the new software would be different from her current use of Pro-Pharm software for the transmission and receipt of prescriptions. Mr. Mullis and Mr. Barton explained that the Accellion software would be an added security mechanism that would also have an auditing feature for the tracking of documents.
2. **Privacy Practices Use.** Neither Campus Pharmacy nor Health Services were currently utilizing the Privacy Practices. Dr. Ragland and Ms. Nokes explained that the

departments were awaiting Board approval of the HIPAA policy. Ms. Stephens explained that: the HIPAA Policy was approved by the President; the HIPAA Policy would not require Board approval per the decision of the President and senior leadership; a report on new Policies would be presented to the Board; and the new review process for Policies is that the President will approve Policies under his authority. Ms. Stephens asked the Health Services and Campus Pharmacy to begin utilizing the Privacy Practices right away and confirmed that the Privacy Officer listed would be Health Services Director, Rick Chapman. Mr. Chapman agreed to send confirmation of the following to Ms. Stephens: (1) the finalized Privacy Practices brochure; (2) the date in which the Privacy Practices were posted in a public area of Campus Pharmacy and Health Services; and (3) confirmation that the Privacy Practices are now being offered to customers in Campus Pharmacy. Upon receipt of Mr. Chapman's confirmation, Ms. Stephens and Ms. Wade will come to Campus Pharmacy to ensure the Privacy Practices are also being offered electronically when patients pick-up prescriptions and are posted publicly.

3. **HIPAA Policy.** Ms. Stephens discussed that the initial HIPAA Policy was to bring the University into compliance. Revisions to the HIPAA Policy for the next meeting will need to include additional information regarding: (1) HIPAA Security provisions; (2) HITECH requirements; and (3) additional HIPAA Privacy provisions, as well as information about education and training. Ms. Nokes commented that she has a draft of the revised HIPAA Policy with additional provisions that she has been working on. Ms. Stephens expressed that the Committee would work on these changes during the next meeting.
4. **Other Healthcare Services.** Ms. Stephens commented on the need to invite other health-services departments to the Committee. Committee members provided the following, additional health-service departments: Counseling; Dyslexia Center; Ann Campbell Learning Center; Athletics; Health and Human Performance Center; and the Speech Center. Ms. Stephens will reach out to representatives from the aforementioned areas to invite them to the Committee to discuss the maintenance and transmission of health records.
5. **Other Items: Non-Student Services – Tracking.** Ms. Stephens asked if Health Services or Campus Pharmacy tracked the number of non-students served by the Departments. Dr. Ragland commented that the Pro-Pharma software does not allow her to track non-students. Ms. Nokes also explained that they have not done any such tracking. Mr. Chapman commented about Campus Pharmacy being under HIPAA and not Health Services. Ms. Stephens explained that while Health Services falls under FERPA, HIPAA is triggered whenever Health Services electronically transmits PHI to a HIPAA-covered entity.

6. **Next Meeting and Note Taker.** The next meeting of the of the Healthcare and HIPAA Compliance subcommittee will be held in Spring 2018. Chad Mullis volunteered to be the note taker for the next meeting.
7. **Adjourn.** The meeting adjourned at 2:35p.m.