



MIDDLE TENNESSEE STATE UNIVERSITY
Healthcare and HIPAA Compliance Subcommittee 2nd Annual Meeting
October 10, 2018
Health Services Conference Room, Rec Center Building
1:00pm – 2:00pm

Members Present:

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

Members Absent:

M. Barton; Dr. M.K. Anderson, M. Nokes, C. Davis; C. Casha

Note Taker:

H. del Callar

Minutes

1. **Annual HIPAA Training for Health Services and Campus Pharmacy Staff.** Ms. Stephens discussed how MTSU's HIPAA training will be conducted through a training video that will be viewable on MTSU's CAREM website through OU Campus. MTSU's annual HIPAA training is near completion and will be launching on November 1.
2. **HIPAA Policy Revisions.** Ms. Stephens requested the Committee members to make any recommended changes or revisions to the HIPAA Policy (Policy 85) and return the edits to the Policy to her by December 13/14. All policy revisions for Policy 85 must be sent to campus for public comment and approved by President McPhee.
3. **Accellion & Kiteworks.** Mr. Mullis explained the importance of Accellion and Kiteworks for the security and safeguarding of confidential information sent by electronic means and how both software can promote the secure transfer of digital information for students and faculty. The MTSU Center for Dyslexic Studies, Financial Aid, Audit & Compliance, Student & Health Services, and CAREM currently have Accellion and Kiteworks installed. Assistant Vice President Chad Mullis and Director Aaron Schmuhl will collaborate with Elizabeth Smith to have both software installed in her department at the Speech Clinic.

4. **Additional Items.**

- a. Ms. Ragland explained how MTSU's pharmaceutical system now possesses a prompt for a privacy signature agreement, which is completed once per year. Individuals who pick up medication for their significant other or family member must provide the name and date of birth of the individual they are picking up the medication for, as well as sign their name in place of the medication recipient if they retrieve the medication from the pharmacy's front desk. Individuals who use the drive-through at the pharmacy are not required to sign for medication. A separate meeting will be assembled to address how we can systematically implement the requirement of signatures for drive-through medication pick-ups.

- b. Elizabeth Smith of the Speech Clinic elaborated on how confidential information is not given to insurance companies because we do not bill them and how confidential information is only given to the client and the client's family if the individual is under 18 and/or gives written authorization for their information to be disclosed to their family.

5. **Adjourn.** The meeting adjourned at 1:33pm.