

**CAWG Members' Roles and Responsibilities**  
**April 2008**

Diego Bartholomew, IT Services User Access Administrator

Provide content expertise of User Access Administration.  
Implement CAWG decisions into UAA processes.

Sally Beahan; UWMC PDS Director

Assure HMC PDS policies, procedures, systems, business plans are HIPAA compliant  
Assure that as the Health Record Custodian, release of information practices, policies, education/training, patient notifications/education meet HIPAA standards within required time frame.

Take an active and supportive role in the facility HIPAA planning, policy development, education, and training.

Function as patient advocate for privacy and confidentiality.

Continue PDS role in access review and approvals.

Jane Fellner; Hall Health Privacy Officer

Assure HHPCC policies, procedures, systems, business plans are HIPAA compliant

Take an active and supportive role in the facility HIPAA planning, policy development, education, and training.

Function as patient advocate for privacy and confidentiality.

Confidentiality Training in tandem with HHPCC Compliance Dept

Provide Provider perspective to CAWG decisions.

Liz Gay; UWMC PDS Manager

Assure UWMC PDS policies, procedures, systems, business plans are HIPAA compliant

Assure release of information practices, policies, education/training, patient notifications/education meet HIPAA standards.

Take an active and supportive role in the facility HIPAA planning, policy development, education, and training.

Stephanie Jellison; UW Medicine Security Information Specialist

Responsible for HIPAA Compliance Program development and maintenance

Provides minutes for meetings

Create and distribute Hmail communications

Amanda Johnson, Sports Medicine Medical Asst Lead

Assure Sports Medicine policies, procedures, systems, business plans are HIPAA compliant

Take an active and supportive role in the facility HIPAA planning, policy development, education, and training.

Function as patient advocate for privacy and confidentiality.

Confidentiality Training in tandem with Sports Medicine Compliance Dept

Chiman Kwong, Manager, Service Continuity Group

# UW Medicine

## COMPLIANCE

Service Continuity for U W Medicine IT Services  
Service Desk, UW Medicine IT Services  
User Access Administration UW Medicine IT Services  
Facilitate changes of User Access Administration

### Mike Legg; UWMC PDS Manager

Assure HMC PDS policies, procedures, systems, business plans are HIPAA compliant  
Assure that as the Health Record Custodian, release of information practices, policies, education/training, patient notifications/education meet HIPAA standards within required time frame.

Take an active and supportive role in the facility HIPAA planning, policy development, education, and training.

Function as patient advocate for privacy and confidentiality.

Continue PDS role in access review and approvals.

### Eunice Little, UWP Privacy Officer

Responsible for HIPAA Compliance training policies and procedures for UWP, to include new employee general orientation

Responsible for including HIPAA compliance in UWP new employee general orientation

Responsible for HIPAA compliance within the realm of human resources for UWP

### Suzanne McCoy, UWMC Privacy Officer

Assure UWMC& UWP policies, procedures, systems, business plans are HIPAA compliant

Take an active and supportive role in the facility HIPAA planning, policy development, education, and training.

Function as patient advocate for privacy and confidentiality.

Confidentiality Training in tandem with UWMC & UWP Compliance Dept

### Richard Meeks; UW Medicine HIPAA Compliance Officer

HIPAA Regulations content expert

HIPAA awareness to UW Medicine management level and above

Drive Privacy policies through the process

Assists UW Medicine entities in maintaining HIPAA compliance

### Chris Norton, HMC Privacy Specialist

Conducts HMC EMR auditing

Processes HMC patient amendment requests

Facilitates electronic access to outside entities with agreements

Processes access requests that are not covered by the Access Guide

### Shelly Oosterman, UWPN Compliance Administrator, Privacy Official

Assure UWPN policies, procedures, systems, business plans are HIPAA compliant

Take an active and supportive role in the facility HIPAA planning, policy development, education, and training.

Function as patient advocate for privacy and confidentiality.

Confidentiality Training in tandem with UWPN Compliance Dept

# UW Medicine

## COMPLIANCE

### Brad Peda, IT Services Security Policy and Compliance Specialist

Drive Security policies through the approval process  
Assist UW Medicine in becoming HIPAA compliant  
Member of Security Team  
Chair of Security Work Group

### Lynn Poser, PFS Operations Manger

HIPAA Compliance, PFS  
Confidentiality Training in tandem with PFS Compliance Dept  
Assumes active/supportive role in PFS HIPAA planning, policy development, education & training.  
Monitor PFS ROI practices, policies, education & training

### Addie Price, SCCA Privacy Officer and HIM Director

Provides SCCA's perspective into access decisions.

### Bekki Sanchez, HMC Privacy Officer

Assure HMC policies, procedures, systems, business plans are HIPAA compliant  
Take an active and supportive role in the facility HIPAA planning, policy development, education, and training.  
Function as patient advocate for privacy and confidentiality.  
Continue PDS role in access review and approvals.

### Tina Sheldon, SOM Privacy Officer

Responsible for HIPAA Compliance training policies and procedures for SOM, to include new employee general orientation  
Responsible for including HIPAA compliance in SOM new employee general orientation  
Responsible for HIPAA compliance within the realm of human resources for SOM

### Johanna Taylor, UWMC Privacy Specialist

Conducts HMC EMR auditing  
Processes HMC patient amendment requests  
Facilitates electronic access to outside entities with agreements  
Processes access requests that are not covered by the Access Guide

### Jacquie Zehner; HMC PDS Director

Assure HMC PDS policies, procedures, systems, business plans are HIPAA compliant  
Assure that as the Health Record Custodian, release of information practices, policies, education/training, patient notifications/education meet HIPAA standards within required time frame.  
Take an active and supportive role in the facility HIPAA planning, policy development, education, and training.  
Function as patient advocate for privacy and confidentiality.  
Continue PDS role in access review and approvals.