

Confidentiality & Access Steering Committee

CHARTER

7/11/07

<p>Participants</p> <p>Chair: Jim Fine, MD, IT Services</p> <p>Facilitator: Richard Meeks, UW Medicine</p> <p>Comm. Members:</p> <ul style="list-style-type: none">Kirk Bailey, UW CISOScott Barnhart, M.D, HMCSally Beahan, UWMCRob Brown, UWMCJanelle Browne, Human ResourcesJane Fellner, M.D., HHPCCMary Gibson, SOMRobert Hamilton, HMCStephanie Jellison, UW MedicineColleen Johnson, UWPSMIra Kalet, IT ServicesEunice Little, UWPKaren Moe, UWSandy Moy, C&CAllison Osenar, UWPNBrad Peda, IT ServicesMarcie Rhodes, UW MedicineEllen Rubin, UWMCBekki Sanchez, HMCPreston Simmons, UWMCSnow, Molly UWPNKathryn Waddell, Health SciencesEd Walker, M.D, UWMCLisa Westlund, UWMC/UWPJacque Zehner, HMC <p>Advisor Members</p> <ul style="list-style-type: none">Dina Yunker, AGO <p>Ex Official Members</p> <ul style="list-style-type: none">Sue Clausen, UW MedicineTeresa Gamble, UWPNJulie Hamilton, SCCAPeter McGough, M.D. UWPNGerianne Sands, FHCRCJohnese Spisso, VPMAMyra Tanita, FHCRC	<p>Timeline</p> <p>Monthly: 4th Monday, 8-9am</p> <p>Milestones:</p> <ul style="list-style-type: none">• Compliance driven• Project driven• Policy driven• Privacy & Information Security Workplans
<p>Content Experts</p> <ul style="list-style-type: none">• AGO• C&C staff• HIPAA Program Office• IT Services Staff	<p>Stakeholders</p> <ul style="list-style-type: none">• All clinical, administrative and financial staff who require access to systems and data within UW Medicine• All support staff identified to play a role in implementing and enforcing standards, policies and procedures• UW Medicine Board Compliance Committee

Scope (Responsibilities, Influence)

1. Develop policy guidelines that provide the foundation for appropriate and efficient access to and release of UW Medicine's administrative, clinical and financial information.
2. Review and approve proposed privacy and information security policy and practices that protect the UW Medicine's information from inappropriate access, loss or misuse.
3. Identify policy and procedure work that should be partnered with or directed to other groups and/or committees.
4. Assume accountability for enterprise compliance with HIPAA, federal & state regulations and alignment with community standards for privacy and information security.
5. Oversee ongoing and educational initiatives for UW Medicine Privacy Policies and Information Security Policies.

Approach

1. This work group will meet monthly to address current policy issues, review proposed policy, procedures & guidelines, and identify approaches and resources to solve issues and priorities.
2. This group will determine what confidentiality and information security initiatives need to be incorporated with other projects.
3. This group agrees to balance key business factors of risk, cost, compliance, implementation and long term enforcement in developing standards and making recommendations.

Objectives

1. To provide policy direction to information security projects, with a focus on HIPAA compliance and best community standards practices.
2. To contribute to the continuous improvement of the privacy and information security environment for UW Medicine.
3. Balance information security & privacy concerns against the need to improve access to patient information.
4. Recommend procedural approaches to integrating privacy and information security policies into UW Medicine operations.
5. Support resource requirements necessary for ongoing privacy and information security compliances.

Deliverables

1. UW Medicine privacy and information security policies, standards, guidelines and practices.
2. Consider and make recommendations on other, related issues that should be addressed in an evolving UW Medicine Information Technology Services (IT Services) information security strategy.
3. Prioritize the policy, procedure and other work that UW Medicine and appropriate UW Medicine entities, departments, and programs perform related to information security.
4. Issue resolution that cannot be achieved at the UW Medicine Confidentiality & Access Work Group level.
5. Monitor significant changes in the exposure of information assets to major threats.
6. Review and monitor information security incidents.

Assumptions

1. All policy and procedures recommended by this group will be forwarded to the appropriate UW Medicine and associated groups for review, approval and implementation.

Integration Areas

1. IT Services development projects.
2. UW Medicine Health Information Management Service Areas.
3. UW Medicine Risk Management, Human Resources, and Organizational Development & Training departments.
4. UW Medicine and Health Sciences departments and systems.
5. Children's Hospital & Regional Medical Center (CHPMC), Fred Hutchinson Cancer Research Center (FHCRC) and the Seattle Cancer Care Alliance (SCCA).
6. UW Medicine affiliates and partners.
7. University of Washington Campus & Computing partners.

Communication Requirements

1. To IT Steering Committee and CMC committees as appropriate.
2. To the UW Medicine via news bulletins, i.e. NewsRounds, STAT.
3. UW Medicine HIPAA website.