

**Privacy Oversight Group
CHARTER
2/20/2009**

<p>Participants</p> <p>Team Leader: Richard Meeks, UW Medicine</p> <p>Team Members:</p> <ul style="list-style-type: none"> Tara Adolfi, SOD Karen Beck, HHPCC Michael Brogan, IT Services David Hays, UW Medicine Jennifer Howard, Sports Medicine Stephanie Jellison, UW Medicine Eunice Little, UWP Suzanne McCoy, UWMC Christopher Norton, HMC Ellen Rubin, UW Medicine Bekki Sanchez, HMC Tina Sheldon, SOM Johanna Taylor, UWMC Shelly Wardell, UWPN 	<p>Timeline</p> <p>Monthly Meetings: 1st Wednesday: 8-9:30 am</p>
<p>Content Experts</p> <ul style="list-style-type: none"> • UW Medicine Compliance • AGO 	<p>Stakeholders</p> <ul style="list-style-type: none"> • UW Medicine Compliance • UW Medicine Entities • UW Medicine patients

Scope (Responsibilities, Influence)

1. Research legal and community best practices for compliance with federal and state privacy laws.
2. Assure that consistent corrective actions are recommended for privacy investigations across UW Medicine.
3. Assure that Privacy Events and complaints are investigated and resolved in a timely manner.
4. Develop and implement the HIPAA Auditing Program.
5. Makes recommendations of privacy policy to the Confidentiality and Access Work Group (CAWG).
6. Serves in an advisory capacity to CAWG.

Approach

1. This work group meets monthly to address current privacy and information security issues and investigations.
2. This group reviews Privacy and Security Event information to assure program consistency for UW Medicine entities.
3. This group balances key business factors of risk, cost, compliance, implementation and enforcement in developing policies and making recommendations.

Objectives

1. Maintain a culture of privacy awareness and best practice compliance
2. Maintain consistent investigatory practices across all UW Medicine entities.
3. Maintain consistent complaint resolution practices across UW Medicine entities
4. Maintain consistent sanction recommendations across all UW Medicine entities.

UW Medicine

COMPLIANCE

Deliverables

1. Provide consistency of Privacy Practices implementation across UW Medicine Entities.
2. UW Medicine privacy policies, guidelines and procedures.
3. Timely complaint investigation and disposition.
4. Creation and distribution of Privacy Event reports.

Assumptions

1. All policy and procedures recommended by this group will be forwarded to the appropriate UW Medicine groups for review, approval and implementation.
2. All privacy issues arising out of UW Medicine entities are the purview of this committee.

Integration Areas within the UW Medicine

1. UW Medicine Compliance Program.
2. Health Sciences Risk Management, Human Resources and Organizational Development & Training departments.
3. University of Washington Campus & Computing & IT Services.
4. All UW Medicine entity departments and systems.
5. UW Medicine affiliates and partners.
6. UW Medicine workforce members

Communication Requirements

1. To the UW Medicine Confidentiality & Access Steering Committee.
2. To and from other UW Medicine management.
3. To and from other HIPAA Committees/Work Groups.
4. UW Medicine workforce members through Awareness emails.