



## PLUMAS COUNTY, CALIFORNIA

### HIPAA RELATED POLICIES AND PROCEDURES

EFFECTIVE APRIL 14, 2003

### AUDITING FOR HIPAA COMPLIANCE

**Policy:** Plumas County will conduct regular compliance checks of covered departments to ensure that departments are complying with the Privacy Rule.

**Purpose:** Plumas County is required to keep records, cooperate with investigations and compliance reviews, and submit compliance reports to the U.S. Secretary of Health and Human Services or officer charged with enforcing the Privacy Rule.

**Responsibilities:** The County Privacy Officer will develop a comprehensive auditing tool to ensure covered departments are complying with all aspects of the Privacy Rule. The County Privacy Officer and Departmental Privacy Officers will conduct compliance checks.

**Process:**

- Compliance checks will be conducted on a quarterly basis using a standard compliance auditing tool (PF 35);
- Every site will be done at least annually;
- Department Head or Privacy Officer can assign staff to the review team. The County Privacy Officer will be notified annually who is on the review team;
- N.A. (not applicable) will be used as appropriate in completing the audit; No will be used only when the site is actually non compliant;
- An exit interview will be done before leaving the site. The review team will review the completed tool/findings with the Department Head and the people interviewed before exiting. Department Head will sign and date completed tool during this exit interview.
- The completed auditing tool form will be returned to the County Privacy Officer. The County Privacy Officer will work with the Departmental Privacy Officer to develop a plan of correction to address any issues or concerns identified during the compliance check.
- Corrective action will be applied to all sites.

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Last revision date: June 21, 2004

Reference: 45 CFR 160.310

