



Oklahoma State University

Title: Policies and Procedures	Policy #: PRV-13.09
Category: HIPAA Compliance	Authority: 45 CFR § HIPAA SECTION: 164.530(j)(2)
Standard: Policies and Procedures	Responsibility: Health Care Components
Effective Date: 4/14/2003	Page 1 of 1
Approved By: OSU Legal Counsel	Revised: 7/1/2013

PURPOSE:

To identify and document how changes to policy are handled.

POLICY:

OSU must implement policies and procedures with respect to protected health information that are designed to comply with the standards, implementation specifications, or other requirements of the Privacy Rule and the Breach Notification Rule. The policies and procedures must be reasonably designed, taking into account the size and the type of activities that relate to protected health information undertaken by a covered entity, to ensure such compliance. This standard is not to be construed to permit or excuse an action that violates any other standard, implementation specification, or other requirement of the Privacy Rule. *§164.530(i)(1)*

PROCEDURE:

1. OSU shall keep policies and procedures on all applicable items in:
 - a. 45 CFR §160 – Applicable Subparts only
 - b. 45 CFR §162 – Applicable Subparts only
 - c. 45 CFR §164
 - i. Subparts A, C, D, E
2. These policies will be maintained by the HIPAA Compliance Officer and the master copies shall be kept in a secure location on the network.
3. All policies and procedures shall be reviewed no less than on an annual basis, or as changes to laws and regulations require, whichever is most frequent.
4. All old policies shall be kept on file for 6 years.