

<i>Last Revised: 3/15/2006</i>	<i>Approved: -</i>
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An Annual Meeting of the RO HIPAA Task Force will be held each April to review RO HIPAA Security Procedures and departmental policy for effectiveness and compliance with any University level HIPAA policy changes or changes in the work environment. Reviews or changes of more urgent nature will be reviewed at a special session of the RO HIPAA Task Force called by the Task Force Chair with input from the Security and Privacy liaisons.

- I. Sample Agenda for RO HIPAA Task Force Procedure Review Meeting:
 - 1. Review changes or updates to University HIPAA Security Policy
 - 2. Review current RO HIPAA Security Policy with regard to effectiveness and compliance:
 - 3. Review location, content and risk assessment of current EPHI repositories
 - 4. Review location, content and risk assessment of any new EPHI repositories
 - 5. Review work force roles
 - 6. Review changes in business/research environment
 - 7. Review Application/System criticality to patient care
 - 8. Action items review

- II. Notification of any changes to the Radiation Oncology HIPAA procedures will be posted on the RADONC website. An email notification (receipt requested) will be sent to all workforce members directing them to visit the website to view RO procedure changes. Email receipts will be reviewed to insure notification success.