

Texas Tech University Health Sciences Center El Paso HIPAA Privacy Policy

Policy: HPP 5.1	Effective Date: July 6, 2016
Complaints related to Privacy/Security of PHI	Last Revision Date: November 15, 2022
References: TTUHSCEP OP 52.04, Report and TTUHSC El Paso Internal Investigation	

Policy Statement

This policy identifies the mechanisms for receiving complaints from individuals regarding TTUHSC El Paso's compliance with the requirements of the HIPAA Privacy and Security standards.

Scope

This policy applies to all health care clinical service areas owned and/or operated by Texas Tech Health Sciences Center El Paso (TTUHSC El Paso).

Policy

1. TTUHSC El Paso will provide a process for individuals to file complaints concerning its policies and procedures regarding the use or disclosure of PHI, or its compliance with such policies and procedures.
2. Contact persons: Institutional Privacy Officer or Associate Managing Director of Compliance.
3. Individuals will not be expected or required to waive his/her rights to file a complaint with the Department of Health and Human Services as a condition of the provision of treatment, payment, enrollment in a health plan, or eligibility of benefits.
4. The Institutional Privacy Officer will document all complaints received and their disposition, if any, for at least six (6) years from the date of its creation or the date when it last was in effect, whichever is later.
5. The Institutional Privacy Officer should be contacted in order to file complaints concerning TTUHSC El Paso's policies and procedures required by the HIPAA privacy rule or its compliance with such policies and procedures.
6. The Texas Tech University Systems Fraud and Misconduct Hotline (EthicsPoint) can also be used to report complaints related to HIPAA Privacy Issues. The caller can remain anonymous if desired.

Knowledge of a violation or potential violation of this policy must be reported directly to the Institutional Privacy Officer or to the Fraud and Misconduct Hotline at (866) 294-9352 or www.ethicspoint.com under Texas Tech University System.

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Frequency of Review

This policy will be reviewed on each even-numbered year (ENY) by the Institutional Privacy Officer, and the HIPAA Privacy and Security Committee, but may be amended or terminated at any time.

Questions regarding this policy may be addressed to the Institutional Privacy Officer or the Institutional Compliance Officer.

This policy may be amended or terminated at any time.

Review Date: October 14, 2022

Revision Date: May 1, 2015, November 8, 2017, November 17, 2020, November 15, 2022