



# HIPAA Documentation Policy

<b>Policy #:</b>	HP004.1
<b>Policy Type:</b>	University
<b>Responsible Executive:</b>	VP for Academic Affairs
<b>Responsible Office:</b>	Academic Affairs
<b>Originally Issued:</b>	November 8, 2023
<b>Latest Revision:</b>	November 8, 2023
<b>Effective Date:</b>	November 8, 2023

## I. Policy Statement

The University of Louisiana at Monroe’s HIPAA Documentation Policy states that all ULM health care facilities and providers must maintain documentation of patient privacy and protected Health Information in accordance with applicable regulations.

## II. Purpose of Policy

The purpose of this policy is to ensure all ULM health care facilities and providers will adhere to all documentation requirements as stated in 45 C.F.R. 164.530(j) and other applicable federal, state, and/or local laws and regulations.

## III. Applicability

This policy is applicable to all faculty and staff.

## IV. Definitions

None

## V. Policy Procedure

All ULM health care facilities and providers must maintain documentation of patient privacy and Protected Health Information in accordance with the following: If the applicable provision of the privacy rule requires an action, activity, or designation to be documented, the ULM facility must maintain a written record or an electronic copy of the action, activity, or designation.

Retention of documentation: The ULM facility must retain any documentation that is required for the privacy rule for six years from the date it is created, or from the date it was last in effect, whichever is later. All documentation that is required by the privacy rule may be on paper or in electronic form.

## VI. Enforcement

The Vice President of Academic Affairs will be responsible for enforcement of this policy.

## VII. Policy Management

The Vice President of Academic Affairs will be responsible for enforcement of this policy.

## VIII. Exclusions

None

**IX. Effective Date**

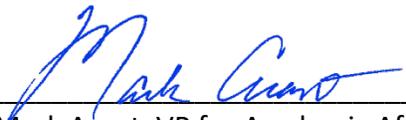
This policy will be in effect upon the date signed by the University President.

**X. Adoption**

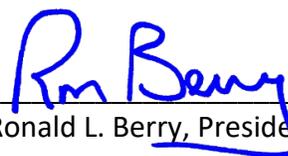
This policy is hereby adopted on this 8<sup>th</sup> day of November 2023.

Recommended for Approval by:

Approved by:



Dr. Mark Arant, VP for Academic Affairs



Dr. Ronald L. Berry, President

**XI. Appendices, References and Related Materials**

45 C.F.R. 164.530 (j)

**XII. Revision History**

Original adoption date: November 8, 2023