



Employee Conduct and Disciplinary Sanctions for HIPAA Non-Compliance Policy

Policy #:	HPO22.1
Policy Type:	University
Responsible Executive:	VPAA
Responsible Office:	Academic Affairs
Originally Issued:	November 8, 2023
Latest Revision:	November 8, 2023
Effective Date:	November 8, 2023

I. Policy Statement

The University of Louisiana at Monroe’s (ULM) Employee Conduct and Disciplinary Sanctions for HIPAA Non-Compliance Policy provides a guide on the professional conduct that should be displayed by all ULM faculty, staff, and employees while adhering to relevant HIPAA Privacy laws and policies.

II. Purpose of Policy

The purpose of this policy is to guide ULM’s faculty, staff, and employees so they may conduct themselves in a professional manner, while complying with relevant HIPAA Privacy laws and policies.

III. Applicability

This policy is applicable to all faculty, staff and student employees.

IV. Definitions

None

V. Policy Procedure

1.0 The HIPAA Privacy Officer and Human Resources shall be notified of improper conduct of employees and faculty that may result in suspected violations of the university’s HIPAA Privacy policies and procedures.

2.0 The HIPAA Privacy Officer and Human Resources shall keep all reports of suspected violations in confidential files and shall conduct investigations where applicable.

3.0 The HIPAA Privacy Officer shall work with Human Resources to ensure that appropriate discipline is applied, if warranted. Such disciplinary actions will be determined by the HIPAA Privacy Officer, Human Resources, and the respective Unit Head, Dean or Director.

4.0 Non-Compliance with HIPAA Privacy policies by ULM students will be considered a violation of ULM Code of Student Conduct, Standard 5.03.26 Acts Contrary to Stated Policy. Disciplinary action will be reviewed and determined by the ULM Office of Student Advocacy and Accountability in conjunction with the HIPAA Privacy Officer.

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 management of this policy.

VIII. Exclusions

None

IX. Effective Date

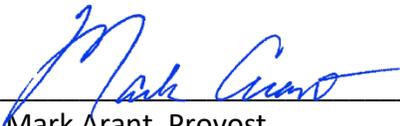
This policy will become effective upon the date signed by the University President.

X. Adoption

This policy is hereby adopted on this 8th day of November 2023.

Recommended for Approval by:

Approved by:



Dr. Mark Arant, Provost



Dr. Ronald L. Berry, President

XI. Appendices, References and Related Materials

REFERENCE:

45 CFR 164.530

XII. Revision History

Original Adoption Date: November 8, 2023