

HARK Meeting Minutes- May 30, 2002

Items discussed:

- The Form 837 was discussed-the timeline set for implementation is 10/2003. The question was asked and discussed about the vendors being ready by this date.
- Handouts were given for GAP analysis and walk-throughs discussed. Reasonable efforts were being made and documented with security measures also being discussed.
- Privacy consent form discussed (sample form at HARK website-GAP analysis form and guidelines also at HARK website).
- Discussion on what was needed to cover contracted employees or outside business associations to meet HIPAA guidelines was conducted.
- Privacy Office Boot camp-manuals were brought and reviewed. Another camp is set for Overland Park Sept 5 and Wichita Sept 6. For registration: www.foulston.com

Items for next meeting:

- Make a list of business associates agreements-we would like to share lists and business agreements, or samples of these agreements, for confidentiality. Please bring a sample of privacy notices or business contracts, if possible.
- Research data on how often the patient demographic information needs to be updated and whom can we share information with. Can we leave messages on answering machine, fax to whomever, etc.

Next meeting date: 2nd Wednesday of each month starting with July 10