

**NUMBER: 2.1.08****DATE: 04/01/2003****REVISION: 04/29/2009; 06/07/2011; 08/07/2013; 09/03/2014****PAGE: 1 of 2****SECTION: HIPAA****AREA: HIPAA PRIVACY/SECURITY POLICIES****SUBJECT: REPORTING OF HIPAA VIOLATIONS****SCOPE**

UAMS Workforce

**PURPOSE**

To inform the UAMS Workforce on the proper procedure for reporting HIPAA violations.

**DEFINITIONS**

**UAMS Workforce** means for the purposes of this Policy, physicians, employees, volunteers, residents, students, trainees, visiting faculty, and other persons whose conduct, in the performance of work for UAMS, is under the direct control of UAMS, whether or not they are paid by UAMS.

To access any other terms or definitions referenced in this policy:  
<http://hipaa.uams.edu/DEFINITIONS%20-%20HIPAA.PDF>.

**POLICY**

Any known or suspected violations of the HIPAA regulations or related UAMS policies and procedures must be reported in accordance with this Policy.

UAMS Workforce who report in good faith such known or suspected violations shall not be subjected to retaliation, intimidation, discrimination, coercion, or harassment as a result of their report.

Violations of this policy, including failure to report, will be grounds for disciplinary action up to and including termination. Any sanctions that are applied will be documented.

**PROCEDURE**

Reports by patients or members of the UAMS Workforce may be made to any of the following:

- UAMS HIPAA Office, Slot 829, room M1/147b, **HOTLINE (501-614-2187)**;
- UAMS HIPAA Office, **MAIN OFFICE (501-603-1379)**, **Email: [hipaa@uams.edu](mailto:hipaa@uams.edu)**;
- UAMS Reporting Line **(1-888-511-3969)**;

- UAMS HIPAA Website at <http://hipaa.uams.edu/> under “Report an Incident”;
- UAMS Research Privacy Board Office/IRB (501-686-5667), Email: IRB@uams.edu or
- UAMS IT Security through Technical Support Center (501- 686-8555)

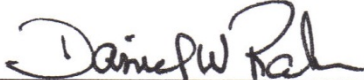
If the member of the UAMS Workforce making the report is more comfortable reporting to the head of his/her department or anyone else in a position of responsibility, he/she may do so. The person receiving this report should contact the UAMS HIPAA Office as outlined above.

### **SANCTIONS**

Violation of this Policy will result in disciplinary action, in accordance with *Administrative Guide Policy 4.4.02, Employee Discipline*.

### **REFERENCES**

UAMS *Clinical Programs Patient Complaint Policy, PS.2.03*

Signature: 

Date: **September 3, 2014**