

Complete Healthcare Compliance Manual

Resource: Sample Compliance Committee Meeting Agenda

By Cornelia Dorfschmid

[NAME] Health System

Regular Meeting of the

Corporate Compliance Committee (CCC)

| | |
|--|---|
| Time: [TIME] [A.M./P.M.]–[TIME] [A.M./P.M.] [TIME_ZONE] | Date: [MM/DD/YYYY] |
| Location: [ROOM NAME], [BUILDING NAME] | Remote Access: via [TEAMS, ZOOM, or Webex] |

| Members | Guests |
|--|---|
| <ul style="list-style-type: none"> • _____ [NAME], [JOB TITLE] • _____ [NAME], [JOB TITLE] • _____ [NAME], [JOB TITLE] • _____ [NAME], [JOB TITLE] • _____ [NAME], [JOB TITLE] • _____ [NAME], [JOB TITLE] | <ul style="list-style-type: none"> • _____ [NAME], [JOB TITLE] • _____ [NAME], [JOB TITLE] • _____ [NAME], [JOB TITLE] |

| Agenda | |
|--------|---|
| # | Agenda Item |
| | Record of Attendance/Start Time: Compliance officer (CO) [NAME] |

| Agenda | |
|--------|---|
| # | Agenda Item |
| | Approval of Minutes: <i>CO [NAME]</i> |
| | Compliance Program Update: <i>CO [NAME]</i> |
| | New hire, hybrid work |
| | Policies & Procedures and Code of Conduct Update <i>Presenter(s) [NAMES]</i> |
| | Code of Conduct: revisions status |
| | Exclusion Screening Policy: update |
| | Conflict of Interest Policy: draft |
| | Arrangements with Providers Policy: update |
| | Billing Monitoring Policy: draft |
| | Corporate Compliance Committee Charter: update |
| | False Claims Act Policy: revision |
| | Risk Areas, Auditing, and Monitoring <i>CO, Presenter(s) [NAMES]</i> |
| | HHS OIG Work Plan: risk areas follow-up |

| Agenda | |
|--------|--|
| # | Agenda Item |
| | Annual Risk Assessment: status |
| | Annual Compliance Work Plan: progress report |
| | Compliance score review/ metrics: update |
| | Regulatory update: <ul style="list-style-type: none"> • Sunshine Act reporting requirements • 21st Century Cures Act Final Rule (information blocking) • COVID-19 blanket waivers • Telemedicine |
| | External government audits update: <ul style="list-style-type: none"> • RAC • ZPIC • TPE • OIG |
| | Annual Compliance Program Assessment: schedule and planning status |
| | External audit: outsourced coding-audit status |

| Agenda | |
|--------|--|
| # | Agenda Item |
| | Regulatory update: <ul style="list-style-type: none"> • Sunshine Act reporting requirements • 21st Century Cures Act Final Rule (information blocking) • COVID-19 blanket waivers |
| | Compliance Training and Education Update <i>Presenter(s) [NAMES]</i> |
| | Board compliance training presentation: schedule and content |
| | New employee orientation /HR meeting |
| | General compliance training [YEAR]: vendor proposal for LMS /content |
| | General compliance training: statistics |
| | Coding compliance training: schedule and content |
| | Exclusion Screening/Enforcement: <i>Presenter(s) [NAMES]</i> |
| | LEIE screening: update on monthly [YEAR] results |
| | Screening vendor: contract status |
| | Effective Communication (Hotline/Disclosures): <i>Presenter(s) [NAMES]</i> |

| Agenda | |
|--------|---|
| # | Agenda Item |
| | Hotline summary report: Q3/[YEAR] |
| | Quarterly Compliance Newsletter: Q4/[YEAR] draft |
| | HIPAA: Presenter(s) (e.g., Privacy Officer [PO]), Security Officer [SO]) [NAMES] |
| | OCR disclosure/incident |
| | Upcoming HIPAA security assessment |
| | Open Forum: All |
| | Adjournment/End Time <u>[TIME] [A.M./P.M.] [TIME ZONE]</u> |

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