

# Healthcare Compliance Forms and Tools

## Sample Compliance Committee Meeting Agenda

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By Cornelia Dorfschmid

### [NAME] Health System

Regular Meeting of the

Corporate Compliance Committee (CCC)

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

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

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

## Agenda

#	Agenda Item
	<b>Approval of Minutes:</b> CO [NAME]
	<b>Compliance Program Update:</b> CO [NAME]
	New hire, hybrid work
	<b>Policies &amp; Procedures and Code of Conduct Update</b> Presenter(s) [NAMES]
	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
	<b>Risk Areas, Auditing, and Monitoring</b> CO, Presenter(s) [NAMES]
	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"><li>• Sunshine Act reporting requirements</li><li>• 21st Century Cures Act Final Rule (information blocking)</li><li>• COVID-19 blanket waivers</li><li>• Telemedicine</li></ul>
	External government audits update: <ul style="list-style-type: none"><li>• RAC</li><li>• ZPIC</li><li>• TPE</li><li>• OIG</li></ul>
	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"><li>• Sunshine Act reporting requirements</li><li>• 21st Century Cures Act Final Rule (information blocking)</li><li>• COVID-19 blanket waivers</li></ul>
	<b>Compliance Training and Education Update</b> <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
	<b>Exclusion Screening/Enforcement:</b> <i>Presenter(s) [NAMES]</i>
	LEIE screening: update on monthly [YEAR] results
	Screening vendor: contract status
	<b>Effective Communication (Hotline/Disclosures):</b> <i>Presenter(s) [NAMES]</i>

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

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