

## STANDARD ADMINISTRATIVE PROCEDURE

### 16.01.02.M0.05 **Operational Audits and Risk Analysis**

*Approved April 27, 2020*

*Revised April 17, 2026*

*Next scheduled review: April 17, 2031*

---

#### **SAP Statement**

---

This standard administrative procedure applies to the Texas A&M University (TAMU) components that have been designated as a TAMU HIPAA Health Care Component (TAMU HIPAA HCC) in Standard Administrative Procedure 16.01.02.M0.01, *Designation as a Hybrid Entity*.

---

#### **Definitions**

---

[Click to view Definitions](#)

---

#### **Official Procedure**

---

##### 1. RESPONSIBILITIES

The TAMU Privacy Officer and the TAMU Chief Information Security Officer (CISO), with assistance from the TAMU HIPAA HCC, are responsible for conducting operational audits and/or risk analyses to monitor privacy practices and standards and to ensure compliance with HIPAA requirements.

- 1.1. The TAMU CISO will direct the continuous monitoring of university information resources to ensure the security of electronic protected health information (ePIH) to ensure the integrity of such data. Any incident will be reported to the TAMU CISO and the TAMU Privacy Officer.
- 1.2. The TAMU Privacy Officer and TAMU CISO will direct an annual organizational audit and/or risk analysis to ensure compliance with HIPAA regulations, TAMU HIPAA related policies, procedures, rules, SAPs, ethics, and accreditation requirements.
- 1.3. The TAMU Privacy Officer and TAMU CISO and the TAMU HIPAA HCC will work with Texas A&M System Internal Audit and other regulatory auditors by providing necessary documentation, policies and procedures, etc.

## 2. VIOLATIONS

The TAMU Privacy Officer has general responsibility for implementation of this procedure. Employees who violate this procedure may be subject to disciplinary action up to and including termination of employment. Anyone who knows or has reason to believe that another person has violated this procedure should report the matter promptly to their supervisor and the TAMU Privacy Officer. All reported matters will be investigated and, where appropriate, steps will be taken to remedy the situation. Where possible, every effort will be made to handle the reported matter confidentially. Any attempt to retaliate against a person for reporting a violation of this procedure will itself be considered a violation of this procedure that may result in disciplinary action up to and including termination of employment.

---

### Contact Office

---

Division of Risk, Ethics, and Compliance

[Privacy Office](#)

General Services Complex, Suite 2101

(979)845-9853

[privacy@tamu.edu](mailto:privacy@tamu.edu)