

STANDARD ADMINISTRATIVE PROCEDURE

16.99.99.M0.05 **Operational Audits and Risk Analysis**

Approved April 27, 2020

Next scheduled review: April 27, 2025

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 16.99.99.M0.01, *Designation as a Hybrid Entity*.

Definitions

[Click to view Definitions](#)

Official Procedure

1. RESPONSIBILITIES

The TAMU Privacy Officer and TAMU CISO with assistance from the TAMU HIPAA HCC are responsible for operational audits and /or risk analysis in and for monitoring privacy practices and standards in order to ensure compliance with HIPAA.

- 1.1 TAMU CISO will continuously monitor the security of health information in its computer system to ensure the integrity of such data. Any incident will be reported to 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, System policies and regulations, TAMU rules and SAPs, professional ethics, and accreditation requirements.
- 1.3 The TAMU Privacy Officer and TAMU CISO and the TAMU HIPAA HCC shall 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 his or her supervisor or 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

Office of University Risk, Ethics, and Compliance