

Complete Healthcare Compliance Manual 2024

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: CO [NAME]
	Compliance Program Update: CO [NAME]
	New hire, hybrid work
	Policies & Procedures and Code of Conduct Update 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
	Risk Areas, Auditing, and Monitoring 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"> • 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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