

NUMBER: 3.1.23**DATE: 04/01/2003****REVISION: 4/29/2009****PAGE: 1 of 2****SECTION: ADMINISTRATION****AREA: GENERAL ADMINISTRATION****SUBJECT: REPORTING OF HIPAA VIOLATIONS**

SCOPE

UAMS Workforce

DEFINITIONS

UAMS Workforce means physicians, employees, volunteers, residents, students, trainees, visiting faculty, and other persons whose conduct, in the performance of work for UAMS, is under the direct control of UAMS, whether or not they are paid by UAMS.

POLICY

Any known or suspected violations of the HIPAA regulations or related UAMS policies and procedures must be reported in accordance with this Policy.

UAMS workforce who report in good faith such known or suspected violations shall not be subjected to retaliation, intimidation, discrimination, coercion, or harassment as a result of their report.

Violations of this policy, including failure to report, will be grounds for disciplinary action up to and including termination. Any sanctions that are applied will be documented.

PROCEDURE


Reports by patients or employees may be made to any of the following:

- UAMS HIPAA Office, Slot 829, room M1/147, **HOTLINE (501-614-2187)**;
- UAMS HIPAA Office, **MAIN OFFICE (501-603-1379)**, **Email- hipaa@uams.edu**;
- UAMS Reporting Line **(1-888-511-3969)**;
- UAMS Research Compliance Office **(501-526-7134)**; or
- UAMS IT Security Office **(501-603-1336)**

If the employee making the report is more comfortable reporting to the head of his/her department or anyone else in a position of responsibility, he/she may do so. The person receiving this report should contact the UAMS HIPAA Office as outlined above.

REFERENCES

UAMS [*Clinical Programs Patient Complaint Policy, PS.2.03*](#)

SIGNATURE: 
Chancellor

Date: May 22, 2009