

HIPAA-14: Sanction Policy

Effective Date:	12-01-2015	Last Revised:	7-17-2017
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Scope of Policy

This policy governs Workforce Sanctions and disciplinary actions for **TCS**. All personnel of **TCS** must comply with this policy. Demonstrated competence in the requirements of this policy is an important part of the responsibilities of every member of the workforce.

Assumptions

- TCS** must comply with HIPAA and the HIPAA implementing regulations pertaining to workforce-member sanctions, in accordance with the requirements at § 164.308(a)(1).
- Appropriate, fair and consistent sanctions have a deterrent influence on workforce transgressions; can help prevent breaches of individually identifiable health information and Protected Health Information, and can help prevent, or reduce the severity, of HIPAA violations.

Policy Statement

- It is the Policy of **TCS** to establish and implement appropriate, fair and consistent sanctions for workforce members who fail to follow established policies and procedures relative to HIPAA compliance, or who commit various offenses.
- Sanctions applied shall be appropriate to the nature and severity of the error or offense, and shall consist of an escalating scale of sanctions, with less severe sanctions applied to less severe errors and offenses, and more severe sanctions applied to more severe errors and offenses.
- It is the Policy of **TCS** to fully document all HIPAA-related workforce sanctions and their dispositions, according to our Documentation Policy and HIPAA requirements.

Procedures

- All employees will be trained on HIPAA related policies and procedures at the time of New Hire Orientation.
- All employees will be trained upon hire and annually thereafter on the agency's Corporate Compliance Programs, which affirms the agency's commitment to legal and ethical behavior in all aspects of its operations—including maintenance of client records in accordance with HIPAA.
- All employees are asked to sign off on a Training Verification form confirming that such training has been provided.
- Any employee in violation of a policy or engaged in violation of HIPAA will be reprimanded in a manner considered reasonable and appropriate in relation to the severity of the offense, as determined by the agency's Executive Director.