



Annual Review: 2015

Authorization	Name	Signature	Date
Completed By	Elizabeth L Steffen		12/17/2015
Board Chair	Myron Machula		02.04.2016
Compliance Officer			
Executive Director			

Policies

Policy Number	Policy Name	Notes
SVMS-01.001	Amendment of Data	No changes
SVMS-02.001	Compliance with Law and Policy	No changes
SVMS-03.001	Governance	No changes
SVMS-04.001	Individual Participation and Control of Information Posted to ICA	No changes
SVMS-05.001	Information Subject to Special Protection	No changes
SVMS-06.001	Minimum Necessary	No changes
SVMS-07.001	Mitigation	No changes
SVMS-08.001	Notice of Privacy Practices & Consent	No changes
SVMS-10.001	Uses and Disclosures of Health Information	No changes
SVMS-11.001	Workforce, Agents, and Contractors	No changes
SVMS-13.001	Authentication of System Users	No changes
SVMS-14.001	Auditing of Access to and Use of HIE Information	No changes
SVMS-15.001	Correctly Matching Patients to Their Records	No changes
SVMS-16.001	Breaches of Protected Health Information	No changes
SVMS-17.001	Policy, Procedure, Forms: Document Consistency and Audit Requirement	No changes
SVMS-18.001	System Security Practices	No changes
	Conflict of Interest Policy	No changes



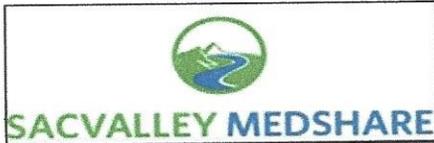
Procedures

Procedure Number	Procedure Name	Notes
SVMS-PRO-001.001	Marketing Procedure	No changes
SVMS-PRO-002.001	Notice of Privacy Practices and Consent Procedure	Updated attachments for change of address & added attachment references in body for Spanish docs
SVMS-PRO-003.001	Breaches of Protected Health Information/ Incident Response Procedure	Updated attachments for change of address
SVMS-PRO-004.001	Authorized User Access Procedure	No changes
SVMS-PRO-005.001	Use and Disclosures of Health Information Procedure	Updated address in body and attachments
SVMS-PRO-006.001	Participant Notices: Address and Delivery Processing and Tracking Procedure	Updated attachments for change of address
SVMS-PRO-007.001	Information Subject to Special Protection Procedure	Update attachment for change of address
SVMS-PRO-008.001	Policy, Procedure, Forms Procedure	No changes
SVMS-PRO-010.001	Amendment/Correction of Data Procedure	No changes
SVMS-PRO-011.001	Individual Participation and Control of Information Available Through the HIE Procedure	Updated attachment for change of address
SVMS-PRO-012.001	Hiring Procedure	No changes



Forms

Form Number	Form Name	Notes
SVMS-FORM-00A.001	Participation Agreement – Direct Messaging	Updated Address for Notice
SVMS-FORM-00B.001	Participation Agreement – General	Updated Address for Notice
SVMS-FORM-002.003	Opt-Out Form	Updated Address on Header Updated Address in body pg 2
SVMS-FORM-003.002	Opt-Out Revocation Form	Updated Address on Header Updated Address in body pg 2
SVMS-FORM-004.002	Project Plan Tool	No changes
SVMS-FORM-005.002	Mini Project Plan Tool	No changes
SVMS-FORM-006.001	Opt-Out Processing Log	No changes
SVMS-FORM-007.001	Incident Response Log	No changes
SVMS-FORM-008.001	HIPAA Breach Risk Assessment	No changes
SVMS-FORM-009.001	Breach/Incident Report Form	No changes
SVMS-FORM-010.001	Breach Notification to Media	Updated Address on Header Updated Address @ bottom of pg
SVMS-FORM-011.001	Breach Notification to Individual	Updated Address on Header of all pages Updated Address @ bottom pg 3
SVMS-FORM-012.001	Authorized User Setup Log	No changes
SVMS-FORM-013.001	Authorized User Request Form	No changes
SVMS-FORM-014.001	Policy Acknowledgement	Updated w/ complete listing Formatted for signature @ top of page
SVMS-FORM-015.001	Accounting of Disclosures	Updated Address on Header
SVMS-FORM-016.001	Request for Accounting of Disclosures	Updated Address on Header of all pages Updated Address @ bottom pg 2 Updated Address 2 places on pg 3
SVMS-FORM-017.001	Accounting of Disclosures Log	No changes
SVMS-FORM-018.001	Processed Opt-Out Form	Updated Address on Header
SVMS-FORM-019.001	Participant Notice of Address Tracking Form	No changes
SVMS-FORM-020.001	Change of Address for Notice Form	Updated Address on Header Updated Address @ bottom of pg Centered last line of page, looks better
SVMS-FORM-021.001	Request for Accounting of Disclosures-Spanish	Updated Address on Header of all pages Updated Address @ bottom pg 2 Updated Address 2 places on pg 3
SVMS-FORM-022.001	Accounting of Disclosures-Spanish	Updated Address on Header
SVMS-FORM-023.001	Notice of Privacy Practices-English	All Addresses on pg 4-6
SVMS-FORM-024.001	Notice of Privacy Practices-Spanish	All Addresses on pg 4-6
SVMS-FORM-025.001	Change of Address for Notice Form-Spanish	Updated Address on Header Updated Address @ bottom of pg
SVMS-FORM-026.001	Telephone and Email Support Guidelines	Updated Address on Header
SVMS-FORM-027.001	Telephone and Email Support Guidelines-Spanish	Updated Address on Header
SVMS-FORM-028.001	Processed Opt-Out Form-Spanish	Updated Address on Header
SVMS-FORM-029.001	Opt-Out Revocation Form-Spanish	Updated Address on Header of all pages Updated Address @ bottom of pg 2



Forms (Cont'd)

Form Number	Form Name	Notes
SVMS-FORM-030.001	Opt-Out Form-Spanish	Updated Address on Header Updated Address in body pg 2
SVMS-FORM-038.001	Amendment/Correction of Data Notification to SVMS	No changes
SVMS-FORM-039.001	Response to Amendment/Correction of Data Notification	No changes
SVMS-FORM-040.001	Amendment/Correction of Data Log	No changes
SVMS-FORM-041.001	SVMS Informational Brochure	Updated Address @ bottom pg 3
SVMS-FORM-042.001	Security Agreement	No changes
SVMS-FORM-043.001	Verbal Warning	No changes
SVMS-FORM-044.001	Written Warning	No changes
SVMS-FORM-045.001	Employment Suspension	No changes
SVMS-FORM-046.001	Termination of ePHI Access: Letter to Staff	No changes
SVMS-FORM-047.001	User Change Access Form	No changes
SVMS-FORM-048.001	Termination of Employment: Letter to Staff	No changes
SVMS-FORM-049.001	User Termination of Access Form	No changes
SVMS-FORM-050.001	Annual User Review	No changes
SVMS-FORM-051.001	Information Asset Inventory	No changes
SVMS-FORM-052.001	Employment Verification	No changes
SVMS-FORM-053.001	New User Access Form	No changes
SVMS-FORM-054.001	Visitor's Log Template	No changes
SVMS-FORM-055.001	Provider/Participant FAQ	Updated Address on page 4
SVMS-FORM-056.001	Audit and Accountability Checklist	No changes