Complete Healthcare Compliance Manual 2024
Resource: Sample Compliance Committee Meeting Minutes

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
• _____[NAME], [JOB TITLE]_____ • _____[NAME], [JOB TITLE]_____ • _____[NAME], [JOB TITLE]_____ • _____[NAME], [JOB TITLE]_____ • _____[NAME], [JOB TITLE]_____ • _____[NAME], [JOB TITLE]_____	• _____[NAME], [JOB TITLE]_____ • _____[NAME], [JOB TITLE]_____ • _____[NAME], [JOB TITLE]_____

MINUTES			
#	Agenda Item	Meeting Note	Action Item

		MINUTES	
#	Agenda Item	Meeting Note	Action Item
	Record of Attendance/Start Time: *Compliance officer (CO) [NAME]*		
		[Response examples follow] All but one member attended in person. [NAME] was excused and out of town. Quorum.	
	Approval of Minutes: *CO [NAME]*		
		Upon review, members approved minutes of the [XX/XX/XXXX] meeting	
	Compliance Program Update: *CO [NAME]*		
	New hire, hybrid work	• Human Resource (HR) director reported an update on candidates for new compliance manager position. • Several department heads reported challenges their staffs had with timely completion of the specialized compliance training in the LMS due to technical issues and network access for remote workers. • A lengthy discussion ensued on hybrid work environments and efficiencies in compliance training. CIO wanted to follow up with senior system admin on access issues.	

		MINUTES	
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#	Agenda Item	Meeting Note	Action Item
	Policies, Procedures, and Code of Conduct Update: *Presenter(s) [NAMES]*		
	Code of Conduct: revisions status	• Code of Conduct draft version 2/2022 was presented by CO and discussed members' requested edits to intro letter and Attestation Statement.	CO to revisit policy comments, edit suggestions with policy committee and compliance team, then bring back to next meeting.
	Exclusion Screening Policy: update	• CO brought back Exclusion Screening Policy, draft version 2a, after incorporating requested edits in prior meeting. Members approved the revised version.	
	Conflict of Interest (COI) Policy: draft	• To ensure procedure matches process, CO emphasized importance of getting the COI policy revised and finalized prior to the upcoming annual COI survey.	
	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]*		

#	Agenda Item	Meeting Note	Action Item
	HHS OIG Work Plan: risk areas follow-up		
	Annual Risk Assessment: status		
	Annual Compliance Work Plan: progress report		
	Compliance score review/metrics: update		
	Regulatory update: • Sunshine Act reporting requirements • 21st Century Cures Act final rule (information blocking) • COVID-19 blanket waivers • Telemedicine		

		MINUTES	
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#	Agenda Item	Meeting Note	Action Item
	External government audits update: • RAC • ZPIC • TPE • OIG		
	Annual Compliance Program Assessment: schedule and planning status		
	External audit: outsourced coding–audit status		
	Regulatory update: • Sunshine Act reporting requirements • 21st Century Cures Act Final Rule (information blocking) • COVID–19 blanket waivers		
	Compliance Training and Education Update: *Presenter(s) [NAMES]*		

#	Agenda Item	Meeting Note	Action Item
	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: *Presenter(s) [NAMES]*		
	LEIE screening: update on monthly [YEAR] results		

		MINUTES	
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#	Agenda Item	Meeting Note	Action Item
	Screening vendor: contract status		
	Effective Communication (Hotline/Disclosures): Presenter(s) [NAMES]		
	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		

	MINUTES		
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#	Agenda Item	Meeting Note	Action Item
	Adjournment/End Time [TIME] [A.M./P.M.] [TIME ZONE]	Meeting concluded at [TIME] [AM/PM] [TIME ZONE]	Next meeting scheduled [MM/DD/YYYY]

[Confidential]