

State of California

CALPOLY

California Polytechnic State University
San Luis Obispo, CA 93407

M E M O R A N D U M

Date: August 29, 2006

TO: Cornel Morton
Vice President for Student Affairs

FROM: Martin Bragg
Director, Health and Counseling Services

SUBJECT: Health Services Oversight Committee Annual Report 2005-06

Attached is the annual summary of the work of the Health Services Oversight Committee, which is a committee designed to fulfill the requirements set forth in Executive Order 943. You receive this report since you have been designated by the President as the person overseeing the various health services on campus, including those provided by campus auxiliaries. We have completed a final draft of an automatic electronic defibrillator policy for the campus. There are currently 10 or so automatic electronic defibrillators on campus. Please advise on how we should proceed on finishing the process of making it campus policy.

HEALTH SERVICES OVERSIGHT COMMITTEE
Annual Report
2005-06

Membership: Anthony Aeilts; Nancy Clark; Susan Poorsattar (Student Health Advisory Council Chair); Martin Bragg; Philip Webb; Pat Hosegood Martin; Joe Risser

The Health Services Oversight Committee met three times during the 2004-05 year. The group addressed to principal issues, the Health Care Portability and Accountability Act compliance and Automatic Electronic Defibrillators.

HIPAA

As part of our work, we assess if any of the represented departments/auxiliaries are engaging in any Health Care Portability and Accountability Act of 1996 (HIPAA) covered transactions. The transactions we assess are

1. The health care provider (directly or indirectly) transmits health information in electronic form; and
2. The transmission is in connection with a covered transaction between two parties to carry out financial or administrative activities related to health care. This includes the following types of information transmissions: Health care claims or equivalent information about patient visits submitted for payment purposes;
 - a. Health care payment and remittance advice;
 - b. Coordination of benefits;
 - c. Health care claim status;
 - d. Enrollment and disenrollment in a health plan;
 - e. Eligibility for a health plan;
 - f. Health plan premium payments;
 - g. Referral certification and authorization;
 - h. First report of injury;
 - i. Health claims attachments; and
 - j. Other transactions that the Secretary of the U.S. Department of Health & Human Services may prescribe by regulation.

The Committee determined that to the best of our knowledge none of our "health services" transmits personal health information electronically. These findings do not include a review and assessment of Human Resources programs that may involve engaging in HIPAA-covered transactions.

AUTOMATIC ELECTRONIC DEFIBRILLATORS

Attached is the final draft of the proposed campus policy on automatic electronic defibrillators (AEDs). Under this proposed policy, the Health Services Oversight Committee would poll the campus to maintain an up-to-date listing of machines on campus. The policy calls for a Health

Center doctor to serve as medical director for the machines and to routinely review the policies and procedures of the departments who have such machines. Other individuals on campus would serve in training and maintenance capacities. One goal of the policy is to make on-campus training readily available for the scores of individuals who will need it because of the presence of automatic electronic defibrillator in their department. You should also note that we created a separate standard for automatic electronic defibrillators that are wall-mounted or otherwise available for the public to use. The intent there is to be sure that these machines are properly maintained and that the signage is adequate.

Martin Bragg
Director, Health and Counseling Services