

Ruth Shapiro, Senior Assistant General Counsel

Medical Record Privacy Survey

- Ruth asked the CDAs to circulate a two-page 2015 HIPAA/Texas Medical Record Privacy Survey to each unit within their area and return them to her by December 1. Ruth asked the CDAs collect the Surveys from their units and submit them as a group. Mike Glisson will email the Survey to the CDAs.
- The Survey will help to identify instances where medical records may need to be safeguarded. Ruth plans to request that the Survey be completed once every two years.
- Contact Ruth if you have any questions (832-842-7088 or rshapiro@uh.edu).

Zachary Armitstead, Risk Management and Insurance Specialist

Insurance Waiver/Deviation Form for Standard Agreements

- The “Request for Waiver/Deviation of Insurance Requirements for Standard Agreements” is on the Risk Management website under Related Links:
<http://www.uh.edu/af/riskmanagement/> (Risk Management home page)
http://www.uh.edu/af/riskmanagement/pdf/Request_for_Waiver.pdf (direct link to form)
- The waiver request form should only be completed when a department is using a UHS Standard Agreement and the contractor/vendor does not have or cannot provide proof of the insurance requirements in the Standard Agreement.
- Steps to follow:
 1. Complete the Request for Waiver/Deviation of Insurance Requirements for Standard Agreements form, including the contractor’s justification for a waiver request. (Department asks contractor for justification and enters it on the waiver request. Contractor does not complete waiver request.) The waiver request is signed by the CDA or designee.
 2. Email the completed waiver request to riskmgmt@uh.edu, along with the Standard Agreement.
 3. Risk Management will respond in 5 business days or less. If the waiver is approved, Risk Management will initial the Insurance Requirements Waiver box on the Standard Agreement. (This box should not be completed by the department or contractor.) Risk Management will also sign the waiver request. Both the Standard Agreement and waiver request will be returned to the department.
 4. Department obtains contractor and UH signatures on the Standard Agreement and uploads the approved waiver request to the purchase requisition as part of the backup for the Standard Agreement.
- For non-standard agreements, contact Risk Management to verify insurance requirements.
- Speaker Agreements do not have an insurance requirement, so it is not necessary to request a waiver for insurance for those agreements.
- Contact Risk Management for questions (713-743-5218 or riskmgmt@uh.edu).

Mike Glisson, Controller

Buyer Assignments by College/Division

College/Division Administrator Meeting Minutes
November 12, 2015

- Purchasing is now fully staffed.
- Mike distributed a list of Purchasing Buyers and the colleges/divisions they are assigned to. He will email a link to the list later today.
- Departments should contact their designated Buyer for all procurement-related questions.

Concur Feedback and Discussion

- Mike answered a few questions about Concur navigation and processing.
- Feedback so far has been mostly positive, though it will take some time for faculty and staff to get used to Concur.
- One of the challenges right now is setting up non-employees in Concur using the Concur Non-Employee Access Form. Mike is looking at alternative ways to setup non-employees in Concur that will be easier and more efficient.