

 HAWAII HEALTH SYSTEMS C O R P O R A T I O N <i>"Touching Lives Everyday"</i>	Quality Through Compliance	Policy No.: CMP 003B
		Revision No.: N/A
PROCEDURES	Issued by: Chief Compliance and Privacy Officer	Effective Date: October 13, 2011
	Approved by:  Bruce S. Anderson HHSC PCEO	Supersedes Policy: N/A
Subject: Regional Compliance Officer Responsibilities		Page: 1 of 1

I. **PURPOSE:** To describe the procedures to implement Policy CMP 003A "Regional Compliance Officer Responsibilities".

II. **PROCEDURE:**

- A. Regional Compliance Officer will follow all policies and procedures established by their respective regional board of directors, supervisor, and/or Regional Chief Executive.
- B. The Chief Compliance and Privacy Officer (CCPO) will notify the Regional Compliance Officer, and Regional Chief Executive Officer if necessary, of a compliance issue in their region that is presented to the CCPO.
- C. Regional Compliance Officer will enter and track in the system's compliance log any issues raised through Hotline complaint, referral from the CCPO, email, audit, risk assessment, or any other method.
- D. Regional Compliance Officers are the primary lead to investigate and respond to compliance issues in their region. However, the CCPO can be asked for support and assistance or may lead a response and investigation at the request of the Regional Chief Executive Officer or Regional Board of Directors. Regional Compliance Officers may refer to the CCPO any compliance issue deemed to require assistance from the corporate office in order to achieve a satisfactory resolution
- E. Regional Compliance Officers shall maintain confidential and organized files, documents, and other relevant materials from all compliance issues, investigations, and reports instigated at the regional level.
- F. Regional Compliance Officers shall confer with the CCPO on a regular basis to ensure that all compliance issues are addressed in a timely, correct, and accurate manner.
- G. Regional Compliance Officers shall confer with the HHSC Vice President and General Counsel or other legal staff as needed and before an investigation when appropriate.

III. **APPLICABILITY:** These procedures shall apply to all Regional Compliance Officers.

IV. **REFERENCE:** HHSC POLICY CMP 003A.