

1. Name of Proposed Regional WEDI SNIP affiliate

UNYPHIED Project (Upstate New York Professional Healthcare Information and Education Demonstration) Project

2. Primary Contact

Gina Fedele
Research Specialist
Freed Maxick & Battaglia, CPAs, PC
800 Liberty Building
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3. Secondary Contact

Tak Nobumoto
Privacy & Security Officer
Director of HIPAA Compliance, UBA
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4. Primary, Local, State or Region(s) covered

Albany and upstate New York

5. Meeting Location(s) time(s)

Meetings will be held at the Biomedical Education Building at the UB South Campus until further notice.

6. Convening/facilitating organization

UBA and Freed Maxick & Battaglia, CPAs, PC

7. RSA Web site URL

UNYPHIED.org

8. Key leadership contacts and organizations

Tak Nobumoto- UBA
Gina Fedele- Freed Maxick & Battaglia, CPAs, PC
Bill Klenk- Blue Cross
Diana Limina-Independent Health
David Smith-Medical Society of Erie County
David Manning-Roswell Park Cancer Institute
Marie Aaron- Kaleida
Mario Albert- EMS
Sam Bumbalo- PremCom
Pamela Larking- Blue Cross

9. Governance Protocols

BYLAWS of UNYPHIED Project

ARTICLE ONE -- NAME and HEADQUARTERS

The name shall be UNYPHIED Project. It shall consist of three sections: the steering committee, ad hoc committee(s), and general participants. It shall facilitate the regional coordination efforts of health care entities in both the public and private sector with regards to the process of adopting standards to meet the requirements of HIPAA regulations. The UNYPHIED PROJECT shall be comprised of members who are selected in accordance with The UNYPHIED PROJECT policies and procedures.

ARTICLE TWO –MISSION AND PURPOSE

Section 1: The Mission: UNYPHIED PROJECT is established to assess regional Administrative Simplification readiness and leverage the healthcare community's intellectual capital to raise awareness and share 'Best Practices' to implement the standards more efficiently.

Section 2: Accomplishment of Mission: Specifically, UNYPHIED PROJECT shall:

1. Create and maintain a forum that encourages the necessary dialogue and information exchange among the regional health care
2. Identify cross-industry coordination.
3. Coordinate efforts to identify and resolve ambiguities.
4. Adopt an outreach approach by conducting information-gap analyses and developing recommendations on practical options to coordinate outreach activities of all health care stakeholders in the region.

Section 3: The Purpose: The purpose is to facilitate regional health-care industry readiness to implement the Healthcare Administrative standards, initially consisting of privacy, security, and transaction code sets.

ARTICLE THREE -- ROLES AND RESPONSIBILITIES

Section 1: Steering Committee Role: The role of Steering Committee in the HIPAA compliance process is to provide direction to:

1. Analyze, coordinate and disseminate information to assist the healthcare community with implementation.

Section 2: General Participants Role: The role of general participants is to participate in meetings and workgroups.

ARTICLE FOUR – STEERING COMMITTEE MEMBER OR ALTERNATE

Membership shall include health care stakeholders located in Upstate New York.

Section 1: Composition: Steering Committee shall consist of not less than five (5) members with a target of eleven (11). Representation shall include the federal government; state governments; health plans; state health plan regulators; mental health associations; hospitals; ambulatory centers; long-term care facilities; large academic centers; medical societies; nursing organization/home health agencies; independent practitioners; clearinghouses and/or vendors; and additional members as approved by the steering committee. Membership shall include representation from each of the states in the southeast region; however, some states may have more representation than others. Each member may have one (1) alternate.

Section 2: Appointment and Removal: Nominations for membership are identified through a selection process in accordance with Article Four, Section 1. Each member's and alternate's term shall be limited to two (2) years. Members and alternates may be appointed/re-elected for additional terms. Terms begin on the second day of business after the steering committee meeting and end on close of business of the first day of January 2 years later. A removal from steering committee may occur when: 1.) a member misses three (3) consecutive scheduled meetings without alternate representation over a 12 month period; 2.) there is good cause; Good cause is defined as but not limited to: a) the member moving outside of their representative area of expertise, b) not fulfilling the responsibilities as set forth by steering committee, c) a documented vote of no confidence, d) any other issues which are brought before the steering committee on a case-by-case basis. Removal of a steering committee member for any of the above-specified reasons shall take place upon a meeting of the steering committee in which a quorum constituting 51% of the voting members is present.

All removals must pass with a 2/3rd majority vote of the steering committee members present. A member removed from the UNYPHIED Project steering committee shall be replaced by the alternate.

Section 3: Conflict of Interest Policy: Each member or alternate of the Steering Committee shall, upon installment, sign a Conflict of Interest Disclosure form, indicating the names of positions and offices held at the time of installation which may result in a conflict with the Steering Committee. Each Steering Committee member or alternate shall disclose any and all professional and/or personal affiliations with agencies that may benefit from Committee decisions. The Conflict of Interest Disclosure form must be updated on an annual basis at the beginning of each calendar year. No member or alternate of the Steering Committee shall be involved in the deliberations or vote upon any question, which may directly or indirectly result in financial gain to such member or a relative of such member. No member shall be involved in the deliberations or vote upon any question before the Steering Committee when the obligations of such member to the Steering Committee may, directly or indirectly, conflict with the obligations of such member imposed by reason of serving on the Governing Board of any other organization.

All actual or potential conflicts of interest shall be addressed in the following manner:

1. Any Steering Committee member or alternate, upon recognizing a potential conflict of interest, may request a review of the potential conflict by the Conflict Resolution Committee. During the review of the potential conflict of interest, the member or alternate should voluntarily excuse her/himself from all discussion, debate, or vote for which a conflict of interest could exist.
2. Any Steering Committee member or alternate, upon suspicion of a potential conflict of interest by another member or alternate, shall first approach said member or alternate regarding the concerns and ask them to voluntarily excuse her/himself from all discussion, debate, or vote for which a conflict of interest could exist. Such approaches should be presented and interpreted as a concern for the integrity of the UNYPHIED Project decisions and not as a personal or professional attack.
3. In the event that a resolution cannot be reached in the aforementioned situation, the Conflict Resolution Committee can be approached for a review of the potential conflict of interest. During the review of the potential conflict of interest, and if a conflict of interest is identified, the member or alternate should voluntarily excuse her/himself from all discussion, debate, or vote for which a conflict of interest could exist.

4. Failure to excuse oneself from any and all business relating to an identified conflict of interest may result in the suspension or removal of a Steering Committee member or alternate from the Committee.

Section 3A: Disclosure Statement Form: In order to further safeguard UNYPHIED Project's recommendations from possible conflict of interest, each steering committee member or alternate shall disclose any and all professional and/or personal affiliations. Within 30 days of request to complete the disclosure statement, all steering committee members and alternates are required to complete and submit the Conflict of Interest Disclosure form. All Disclosure forms shall be kept on file with Chair of the UNYPHIED Project.

Section 4: Vacancies: Vacancies shall be filled as needed according to the procedures set forth in *section 2* above.

Section 5: Chairs: The steering committee shall select two (2) Co-chairs. Co-chairs share responsibility for guiding The UNYPHIED PROJECT in accomplishing its mission, goals and purpose.

ARTICLE FIVE -- GOVERNANCE OF MEETINGS

All business that may come before the UNYPHIED PROJECT shall be addressed with an open, consensus-building, decision-making process. Should informed consensus-building activities fail to facilitate the effective conduct of any business at hand, UNYPHIED PROJECT Co-chairs may elect to conduct a meeting, or any part thereof, according to the procedures established in Robert's Rules of Order.

Section 1: Schedule of Meetings: The steering committee shall meet face-to-face, as needed, to conduct regular business. Should there be no business to be addressed by the UNYPHIED PROJECT, the Co-chairs may postpone or cancel a scheduled meeting with the advanced notification to the steering committee membership. The steering committee shall conduct telephone conference calls as needed.

Section 2: Meeting Venues: Meetings of the steering committee and/or ad hoc committees may be conducted at a central location or may be conducted by audio or audio/video teleconference. The meeting venue shall be arranged by the Co-Chairs.

Section 3: Attendance: Attendance at all meetings shall be taken. A recording device may be used as well.

Section 4: Agenda: Each meeting agenda shall be determined by Co-chairs with the input of the steering committee and/or alternates, and the general membership.

Section 5: Open to the Public: Meetings shall be open to the public; however, open forum for discussions may be limited due to meeting agenda. Interested parties shall be required to submit to the Co-chairs at least 30 days prior to the meeting, a written outline or summary of issues they recommend for inclusion on the meeting agenda.

Section 6: Decision-making: The decisions of the steering committee shall be based primarily on consensus. Should the steering committee members fail to reach consensus within a reasonable amount of time a simple majority vote of all steering committee members.

Section 7: Emergency Meetings: Meetings to address urgent business shall be called, as needed, by the Co-chairs. At the discretion of the Co-chairs, and in consultation with steering committee members, urgent business may be addressed through *a)* audio or audio/video conference with available members or alternates or *b)* through a vote of approval of at least 2/3 of steering committee members. All such urgent business and the process by which decisions are reached must be fully and completely documented and submitted for review at the next regularly-scheduled meeting or conference call.

Section 8: Meeting Notification: Notification of meetings shall be given in a timely fashion, preferably at least 14 days before a meeting is to be held. Notification of meetings and other information pertaining to the UNYPHIED PROJECT shall be emailed directly to the members and posted on the website.

ARTICLE SIX – REPRESENTATION OF UNYPHIED PROJECT

Although each member of the UNYPHIED Project, steering committee, ad hoc committee(s), or general participant, is part of the process to coordinate, design and implement standards enabling those within the health care industry to comply with HIPAA regulations, no member has the individual authority to make policy. Unless specifically asked to do so by the steering committee, no member should make decisions or take action on any matters affecting the UNYPHIED Project, make new statements of policy, or state what he/she perceives to be the UNYPHIED Project's position on any issue that has not been considered by the UNYPHIED Project.

ARTICLE SEVEN -- RECORDS

A recorder shall keep minutes of all proceedings of the steering committee and other such records as may be required for the proper conduct of its business and affairs. Maximum use of electronic information exchange shall be encouraged.

ARTICLE EIGHT-- AMENDMENTS

These bylaws may be amended at any regular or special meeting of the steering committee. Written notice of the proposed bylaws changes shall be transmitted to each member at least 30 days prior to the date of the meeting. Bylaws changes require consensus or a minimum two-thirds (2/3)-majority vote of the UNYPHIED Project members present.

ARTICLE NINE-- RATIFICATION

These bylaws shall go into effect upon consensus or a minimum two-thirds (2/3)-majority vote of the steering committee members present.

ARTICLE TEN – DISSOLUTION

This organization has been formed to assist healthcare stakeholders to comply with requirements of the Health Insurance Portability and Accountability Act of 1996. Unless the UNYPHIED Project elects otherwise, and creates new bylaws, this organization will remain formed for as long as the healthcare stakeholders deem necessary, and may be dissolved at any time by a minimum (2/3)-majority vote of the steering committee.

10. Membership list

Available at a later date

11. 150 Word description of RSA's goal and objectives

UNYPHIED PROJECT is established to assess regional Administrative Simplification readiness and leverage the healthcare community's intellectual capital to raise awareness and share 'Best Practices' to implement the standards more efficiently.

The UNYPHIED PROJECT is an all-volunteer workgroup. We charge no membership fees and our mission is supported through the individual efforts and outreach of our members. We are focused on assisting providers in the Greater Buffalo-Niagara region.

The mission of the **UNYPHIED PROJECT** is to provide a cooperative forum for collaboration among healthcare providers, health plans, vendors and other healthcare entities for effective and efficient implementation of HIPAA Administrative Simplification. This group will raise the HIPAA awareness in Upstate New York, specifically in the Greater Buffalo-Niagara region and will serve as a forum to share community-wide best practices towards achieving HIPAA compliance.

12. List of products/resources

None available at this time.

13. RSA Listserv address

UNYPHIED-LIST@LISTSERV.BUFFALO.EDU