Policy and Procedure Architecture for Multiple Standards

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What to have ready

Each item below ties to a text quoted on this page, as linked, or to the purchased manuals your organization holds.

- Your current policies and procedures, all versions in use, for the inventory and disposition.
- The accreditor manuals your organization has purchased, with edition numbers, and the contracts that impose policy requirements.
- If you are a HIPAA covered entity or business associate, your Security Rule policies and procedures, which 45 CFR 164.316(a) requires (45 CFR 164.316 [https://www.ecfr.gov/api/renderer/v1/content/enhanced/current/title-45?part=164&section=164.316]).
- Records showing how past policy changes were documented and implemented (45 CFR 164.316(a) [https://www.ecfr.gov/api/renderer/v1/content/enhanced/current/title-45?part=164&section=164.316]).
- Retired versions of required documentation, which the HIPAA Security Rule requires covered entities and business associates to keep for 6 years from creation or the date last in effect, whichever is later (45 CFR 164.316(b)(2)(i) [https://www.ecfr.gov/api/renderer/v1/content/enhanced/current/title-45?part=164&section=164.316]).
- Evidence of periodic review and update of that documentation (45 CFR 164.316(b)(2)(iii) [https://www.ecfr.gov/api/renderer/v1/content/enhanced/current/title-45?part=164&section=164.316]).
- If you are a Medicare Advantage organization, your written policies, procedures and standards of conduct (42 CFR 422.503(b)(4)(vi) [https://www.ecfr.gov/api/renderer/v1/content/enhanced/current/title-42?part=422&section=422.503]).
- If you are a Medicaid managed care plan, your written policies and procedures for selection and retention of network providers (42 CFR 438.214(a) [https://www.ecfr.gov/api/renderer/v1/content/enhanced/current/title-42?part=438&section=438.214]).
- Your bylaws provisions on which policies the board approves.
- A named owner for each policy area, and your policy software if any.