



Health Plans

Indiana University Health Plans Policies Committee Charter

Effective: October 1, 2019
Reports to: IU Health Plans Compliance Committee
Contacts: Kim Fill and Merri Beth Lavagnino
History: Updated to remove Standard Work, May 2020
New Committee, September 2019

1. Purpose of Committee

The main purpose of the IU Health Plans Policies Committee is to oversee the development, implementation, maintenance, and effectiveness of all IU Health Plans policies. This includes requirements for determining when a policy is needed, how policies are formatted, who develops policies, and how they get approved. It also includes requirements for the distribution and posting/availability of policies to all IU Health Plans employees.

2. Organization:

Members: The Policies Committee will consist of the Executive Director of Compliance and Privacy, who will serve as the chair, and operational support from the IU Health Plans Operations Team, and departmental representation. To ensure consistent policies across IU Health Plans, representation should include an individual from each department with a variety of backgrounds. The individuals will review IU Health Plans policies to make sure they are necessary, consistent, and implementable. If the Chair is not present at a meeting, the Chair may designate an acting Chair from among the other Policies Committee members.

Meetings: The Policies Committee will meet as frequently as necessary, but no less than four (4) times per year.

Resources: IU Health Plans will provide appropriate resources to the Policies Committee.

Charter: The Policies Committee will review and reassess the adequacy of this Charter annually. Changes to the Policies Committee Charter must be approved by the Policies Committee and the Compliance Committee, which provides oversight for the work of the Policies Committee.

Agenda, Minutes, and Reporting: The Policies Committee Chair is responsible for setting the agendas for meetings. The agenda and information concerning the business to be conducted at each Policies Committee meeting will, to the extent practicable, be communicated to members sufficiently in advance of each meeting to permit meaningful review. Minutes of each meeting will be kept and distributed to all members of the Committee. The Policies Committee Chair will report regularly to the Compliance Committee on the Committee's activities, findings and recommendations.

Attendance: A committee member may assign his/her seat to a proxy who will have the same decision-making authority as the committee member when he/she is unable to attend. New members of the committee will be voted in by the Policies Committee through a majority vote.

3. Responsibilities

The Policies Committee will, for all IU Health Plans units:

- Oversee the policy development, approval, distribution, and regular review process;
- Require all policies to adhere to a consistent format;
- Identify organization-wide administrative policies as needed;
- Review departmental policies for appropriateness and consistency;
- Manage policy approval processes, coordinating with the various advisory/governance committees;
- Oversee the use of PolicyStat for all policies;
- Provide training and guidance for departments developing policies;
- Communicate to IU Health Plans employees concerning new and updated policies;
- Create methods for determining effectiveness of policies; and
- Create and maintain the policy on policies for IU Health Plans.

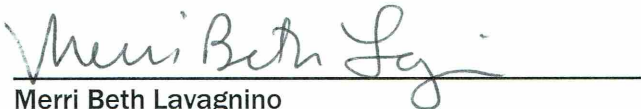
4. Confidentiality:

Any sensitive information regarding individuals or the organization, or information otherwise identified as confidential or proprietary ascertained by a Policies Committee member during his/her tenure, will be considered confidential. Policies Committee members must not disclose such information unless otherwise directed by legal counsel. Any inappropriate disclosure may result in appropriate disciplinary action.

5. Subcommittees

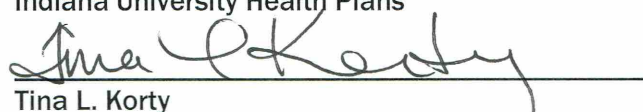
At the Chair's discretion, subcommittees may be formed to address specific issues.

Approval Body/Approval Signatures



Merri Beth Lavagnino
 Executive Director, Compliance & Privacy
 Chair, Policies & Standard Work Committee
 Indiana University Health Plans

Date 6/15/2020



Tina L. Korty
 Vice President, Legal, Compliance and Regulatory
 Chair, Compliance Committee
 Indiana University Health Plans

Date 3 June 20