

Policies and Procedures #A18



Subject: EMSA Compliance Committee

Department: Administrative

Approved/Amended On: 04/26/2017

Approved By: EMSA Board of Trustees

Effective Date: 07/01/2017

This policy/procedure supersedes all other policies/procedures of the same subject.

Purpose

The purpose of the Committee is to: (i) oversee the EMSA's implementation of compliance programs, policies and procedures that are designed to respond to the various compliance and regulatory risks facing the EMSA; (ii) provide oversight EMSA's compliance programs, policies and procedures.

Membership, Structure and Organization

- 1. Members.** The membership of the Committee shall consist of the Compliance Officer, EMSA's administration staff, coding and billing personnel, contractor administration, contractor clinical personnel, members of the Office of the Medical Control Board and other designee's as requested.
- 2. Meetings.** The Committee shall meet as frequently as it determines to be appropriate, but not less than four (4) times per year.
- 3. Delegation of Authority.** The Committee may establish subcommittees consisting of one or more Committee members, other directors or management to carry out such duties as the Committee may delegate.
- 3. Agenda, Minutes and Reports.** The Compliance Officer shall be responsible for setting the agendas for meetings. The agenda and information concerning the business to be conducted at each Committee meeting shall, to the extent practicable, be communicated to members sufficiently in advance of each meeting to permit meaningful review. The Compliance Officer will report regularly to the Legal Review Committee of the EMSA Board of Trustees, on the Committee's activities, findings and recommendations.

Responsibilities The responsibilities of the Compliance Committee shall include:

- 1. Compliance Matters Generally.** The Committee shall have oversight responsibility for matters including EMSA's overall compliance programs, policies and procedures; significant legal or regulatory compliance exposure; and material reports or inquiries from government or regulatory agencies.

2. **Compliance Programs, Policies and Procedures.** The Committee shall oversee the EMSA's compliance efforts with respect to relevant EMSA policies, the EMSA's Code of Conduct, and relevant laws and regulations. The Committee shall monitor EMSA's efforts to implement compliance programs, policies and procedures that: respond to the various compliance and regulatory risks facing the EMSA and support lawful and ethical business conduct by the EMSA's employees.
3. **Compliance Risk Assessment Plan.** The Committee shall regularly review the EMSA's compliance risk assessment plan.
5. **Review of Complaints.** The Committee shall oversee the review of complaints received from internal and external sources.
6. **Contract Management.** The Committee will review periodically new and updated agreements/contracts to ensure compliance the EMSA's purchasing and contract policies are being followed.
7. **Other Duties.** The Committee shall also carry out such other duties as may be delegated to it by the Board from time to time.