

University of Colorado Health Sciences Center  
HIPAA Policy

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I. Purpose, Reference, and Responsibility

A. Purpose

The purpose of this policy is to provide a process for individuals to make complaints concerning the UCHSC's HIPAA policies and procedures, compliance with its HIPAA policies and procedures, or its HIPAA compliance in general.

B. Reference

45 C.F.R. §164.530(d)

C. Responsibility

It is the responsibility of all members of the UCHSC workforce to follow this policy.

II. Applicability and Definitions

A. Applicability

This policy applies to all situations in which an individual wishes to express concerns or complaints about the UCHSC's HIPAA compliance program or policies.

B. Definitions

HIPAA  
Workforce

III. Policy

If an individual wishes to make a complaint, he or she should be immediately directed to the UCHSC Office of HIPAA Compliance, to the HIPAA "hotline" number (303) 724-4722 (72H-IPAA), or the HIPAA e-mail account at [HIPAA@UCHSC.edu](mailto:HIPAA@UCHSC.edu).

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The Office of HIPAA Compliance will investigate the complaint, work to reach resolution of the complaint, document the complaint and resolution, and maintain the documentation for a period of not less than six years.