



Vinson Health Center/Healthcare Compliance Calendar

Revised date: 3/24/2017

Compliance partner: Keith Williamson, MD

Due Date	Compliance requirement	Description	Review Cycle
January			
15	HIPAA and Infection Control	Annual review and training to include refresher training, review of employee oversight, electronic security, response and reporting.	Annual
31	URHCS Staff Credentials	Application and letters of recommendation	2 years, next due 2018
31	Vinson Health Center Credentials and Privileges	Application, letters of recommendation, privilege list review	2 years, next due 2018
31	TMIC	LVN- Renew Texas Medical Liability Insurance	Annual
31	Weave Assessment	Target date for making changes	Annual
February			
23	Student Allocation Meeting	Budget Request due for allocation meeting	Annual
5	College of Pathology(CAP)	College of American Pathology proficiency testing	Bi-Annual
March			
1	Tuttnauer Autoclave	Annual inspection and service	Annual
1	Nikon Microscope	Annual inspection and service	Annual
1	Centrifuge	Annual inspection and service	Annual
29	Sports Medicine Residency MOU	Memorandum of understanding with John Peter Smith Hospital and Acclaim physician's Group (the hospital and physician's group associated with the family practice residency and sports medicine fellowship).	
31	ARRT	X-ray technician - License renewal	2 years, next due 2018
31	X-ray Inspection	Compliance testing (calibration check) by Shimadzu physicist.	2 years, next due 2018
April			
1	NPDB	Annual query for VHC physician	Annual
15	Maintenance of Certification Family practice Board Exam	Required board exam to maintain board certification.	10 years, next due 2023
30	Student Health Insurance	Based on committee recommendations, submit renewal of student health insurance for the upcoming academic year.	Annual
30	Governing Board Meeting	Required annually review of operations and performance of VHC within the guidelines of Midwestern State University	Annual
May			
1	Certificate of X-Ray Registration	Texas Department of State Health Services requirement for compliance with Texas Radiation Control Act	2 years, next due 5/2017
15	Bio-Hazard		

Due Date	Compliance requirement	Description	Review Cycle
June			
1	AAAHC Accreditation Renewal	Application for renewal, site review fee, site inspection, policy review with new/revised standards.	3 years, next due 2019
1	CLIA PPM certificate	Renewal of Clinical Laboratory Improvement Act (CLIA) certificate to permit Provider-Performed Microscopy (PPM)	2 years, next due 2019
30	X-ray (DSHS)	Renewal of radiology machine license	8 years, next due 2025
July			
August			
15	Medical Liability Insurance, physician	Renewal with premium payment to Texas Medical Liability Trust	Annual
15	Medical liability insurance, RN	Renewal with premium payment to	Annual
15	Medical liability insurance, XRT	Renewal with premium payment to	Annual
29	CAP Renewal	College of American Pathology proficiency testing	Bi-Annual
September			
1	BLS Training	Training for CPR and AED	2 years, next due 2018
1	AED Training	Staff	2 years, next due 2018
15	CAP Renewal	Purchase Renewal packet from College of American Pathology for lab quality assurance	Annual
October			
30	PPD	Staff PPD testing	Annual
30	Influenza	Staff Flu injections	Annual
November			
30	Texas Medical License	Renewal with fee to Texas Medical Board	Annual
December			
1	Non-Certified Technician	LVN - Annual renewal for x-ray certificate	Annual
1	Board of Nursing	LVN - Renew Texas Board of Nursing	Annual
1	Board of Nursing	RN - Renew Texas Board of Nursing	Annual
31	Continuing Medical Education	Accrue 150 hours of Division I medical education every three years (this requirement exceeds the Texas Medical Board requirement, but the Texas medical Board requires 1 hour annually of medical ethics/professional responsibility).	2 years TMB, 3 years ABFP
31	ACHA membership	Renewal of individual and institutional membership with the American College Health Association.	Annual
Monthly			
1	Expiring medications and supplies	Inspect storage and treatment areas for expired medications, supplies, and multidose vials.	Monthly
1	Automated External Defibrillator	Check battery, check expiration date on electrodes	Monthly
1	Tuttnauer Autoclave	Check log and spore tests	Monthly
1	Portable suction	Check power on/off, tubing ready	Monthly
1	EKG	Check power on/off	Monthly