



**Linda Morris Williams**  
ASSOCIATE  
CHANCELLOR

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Deputy Chief Ethics, Risk and Compliance Officer  
Barbara VanCleave Smith

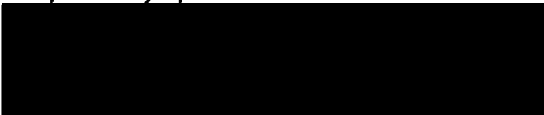
Dear Barbara:

Effective immediately, I am appointing you HIPAA Compliance Monitor for the School of Optometry, the Optometry Clinics, and all off-campus programs and facilities sponsored by these units (collectively known as Optometry). As Monitor you will be responsible for overseeing Optometry's implementation of a HIPAA compliant Privacy and Security program.

As Monitor, you will need to evaluate and report on the progress toward achieving the goals spelled out in the Corrective Action Plan, therefore, you have the authority to request and obtain, within a reasonable timeframe, any and all documents, and to conduct any interviews with staff or faculty that you feel necessary to properly evaluate the progress on the Corrective Action Plan.

As Monitor you will be expected to report to me any significant issues with the remediation process.

Sincerely,

  
Linda Morris Williams  
Associate Chancellor  
Chief Ethics Risk and Compliance Officer

Cc: Chancellor Dirks  
Executive Vice Chancellor and Provost Breslauer  
Chief Information Officer Conrad  
Chief Campus Counsel Patti