



# University of Connecticut Health Center

## UCHC Executive Policy Committee (EPC)

### POLICY REVIEW FORM

#### Section A

The individual who presents a policy to EPC for review must be in attendance at meeting. This person will be considered the policy sponsor. Under certain circumstances a policy may be approved electronically.

Name of Policy Sponsor: \_\_\_\_\_

Name of Policy: \_\_\_\_\_

New

Update\*

When was this policy last updated? \_\_\_\_\_

Name of policy being updated: \_\_\_\_\_

*\*NOTE: IF THIS IS AN UPDATE, ATTACH A COPY OF THE OLD POLICY TO THIS DOCUMENT.*

#### Section B

The following questions must be answered:

1. What occurred to cause the need to either update or initiate this policy?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Was policy reviewed by another committee or others?

Yes

No

If yes, what is the name of the committee or names of others who worked on sponsoring the policy?

Name of committee or others:

\_\_\_\_\_  
\_\_\_\_\_



# University of Connecticut Health Center

3. Are there any other committees/ people who have the authority to comment on this policy, and if so, have they? If not, please describe a plan of action to do so. (The EPC will not process a policy that still requires review/ approval by others.)

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4. Who will sign the policy?

First signatory (required): \_\_\_\_\_

Title: \_\_\_\_\_

Second signatory (optional): \_\_\_\_\_

Title: \_\_\_\_\_

Third signatory (optional): \_\_\_\_\_

Title: \_\_\_\_\_

### Section C

The individual presenting the policy to EPC is responsible for insuring the policy has been vetted in the right forum(s). Please sign below to certify this is completed.

Signature of policy sponsor: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail a copy of this form to Iris Mauriello: [MAURIELLO@NSO1.UCHC.EDU](mailto:MAURIELLO@NSO1.UCHC.EDU) along with a DRAFT copy of proposed policy. Mail a signed copy of this form to the attention of I. Mauriello, Compliance Office- MC-5329.

**FOR EPC COMMITTEE USE ONLY:**

Compliance	CMHC	Finance Purchasing	HIPAA Privacy	HIPAA Security	HR	IT	Institutional	JDH	Research
SODM			SOM			UMG - Health Partners			