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**Subject:** Check Your Checklists  
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Good afternoon HCC Contacts and HCC Business Managers,

I wanted to make sure you were aware that Human Resources has posted an updated Property Clearance Checklist (HSC and Tulsa) and Termination Checklist (Norman Campus) on the [HR website](#).

This Checklist must be used for all faculty, staff, volunteers, and student workers who leave your department/clinic. Checklists for separating residents are managed in the GME offices. The Checklist must be retained by the department/clinic once it has been completed.

**\*\*If your area currently uses a modified version of the Checklist, please ensure that you update your version to reflect the current template language. If an area elects to use a modified Checklist, it is the area's responsibility to ensure it is kept current. As with other HIPAA forms, **it is best practice to download forms from the website, as the form is needed.** By doing so, you can be confident that you are utilizing the current version.**

As a reminder, the *termination separation letter templates* are also available on the [HR website](#). These template letters are specific to various separation scenarios such as resignation, job abandonment, and immediate termination. Use these letters with each faculty, staff, and student worker who leaves your area. If you need to revise these letters to fit a particular circumstance, please leave in all language regarding the completion of the Checklist and the return of University property and documents.

If you have any questions related to handling PHI when an individual leaves your area or would like to schedule HIPAA training on any topic, please contact our office at (405) 271-2033.

**Please distribute this notice to the individuals in your areas who use or work with Checklists. For your convenience, a link to these forms and letters is also on the HIPAA forms page: <http://ouhsc.edu/hipaa/>.**

Thank you for your cooperation.

**Marty Walton**

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