



Florida Atlantic University Billing Compliance Committee Charter

April 2026

I. Purpose

The purpose of Florida Atlantic University (“FAU”) Billing Compliance Committee (“BCC”) is to promote compliance with applicable federal and state laws, regulations, payer requirements, and University policies governing healthcare billing, coding, and reimbursement operations. The Committee provides oversight, guidance, and continuous monitoring to support accurate billing practices, and mitigate compliance risk.

II. Composition

FAU’s Billing Compliance Committee represents all four FAU Covered Components with expertise in their respective Covered Component’s billing practices, a representative of the Office of the General Counsel, a representative from the Division of Financial Affairs, and chaired by a representative from the Office of Compliance and Ethics.

III. Meetings

The BCC shall meet at least four (4) times annually. Additional meetings may be convened as needed to address emerging compliance issues, audit findings, regulatory changes, or significant billing-related risks. Meetings may be held in person or virtually.

IV. Responsibilities and Duties

The Billing Compliance Committee is responsible for the following duties:

- **Oversight and Governance**
 - Provide institutional oversight of healthcare billing and coding compliance activities across all FAU Covered Components.
 - Support the implementation and maintenance of the FAU’s Billing Compliance Program.
- **Policy and Education**
 - Review and update billing-related policies, procedures, and internal controls to ensure alignment with applicable laws, regulations, and payer requirements.
 - Identify, support, and implement training and education initiatives related to healthcare billing, coding, and documentation requirements.
- **Auditing and Monitoring**
 - Monitor the Covered Component’s periodic billing and documentation audits, including routine spot checks and targeted reviews based on identified risk areas.
 - Review audit results, trends, and corrective action plans.
- **Risk Identification and Mitigation**
 - Provide support to Covered Components when the components identify actual or potential billing compliance risks and recommend appropriate mitigation strategies.
 - Assist Covered Components in monitoring corrective actions to ensure timely and effective resolution of identified issues.

V. Authority

The Billing Compliance Committee Charter operates under the authority of Florida Atlantic University and is authorized to request information, reports, and participation from FAU covered components as necessary to fulfill its responsibilities.