

HIPAA Security Officer

Purpose

To designate an individual as the HIPAA Security Officer.

Policy

- I. The Company appoints a HIPAA Security Officer who will have specific roles consistent with state and federal law and with this Policy with regard to the security of Protected Health Information ("PHI").
- II. The HIPAA Security Officer is responsible for establishing and implementing information security policies and procedures to comply with HIPAA and state law, and amending them as necessary to comply with changes in the law and undertaking such functions as are set forth in the Security Officer's job description below.

Procedure

- I. The HIPAA Security Officer is primarily responsible for ongoing activities at the Company related to the availability, integrity and confidentiality of patient, provider, employee, and business information in compliance federal and state laws and the Company's security practices.
- II. **Responsibilities of the HIPAA Security Officer**
 - A. Provides development guidance and assists in the identification, implementation and maintenance of the Company's privacy and security policies and procedures in coordination with Company management.
 - B. Performs information security risk analysis and periodic information system activity audits to assess the risk level and vulnerabilities of the security processes.
 - i. Results of security audits will be reviewed for corrective action to address any identified vulnerabilities.
 - C. Assists the HIPAA Privacy Officer in developing training and orientation on HIPAA policies and oversees the delivery of security training to Company Staff.
 - D. Facilitates and promotes activities to foster information security awareness within the Company.
 - E. Coordinates the information security compliance activities.
 - F. Ensures compliance with the Company's security practices are consistently applied by Company Staff, contractors and business associates of the Company and will report failure to comply to Company management for further action.
 - G. Works with the HIPAA Privacy Officer to review system-related information security plans throughout the Company's network to ensure alignment between security and privacy practices.
 - H. Manages information security incident response.
 - I. Monitors internal control systems to ensure that appropriate information access levels and security clearances are maintained.
 - i. Access levels to PHI are assigned according to job function.
 - ii. Access to PHI is terminated when employment of a Company Staff member ends.
 - J. Coordinates the development of the Company's disaster recovery and business continuity plans for information systems, and tests readiness.
 - K. Cooperates with the Department of Health and Human Services Office of Civil Rights, and

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other legal entities, and Company representatives, in any compliance reviews or investigations.

III. Qualifications

- A. Knowledge of and experience in health information management or a related healthcare information technology field.
- B. Knowledge of network infrastructure and database applications.
- C. Good facilitation, presentation and communication skills.

IV. Designation of HIPAA Security Officer

- A. Pursuant to 45 C.F.R. § 164.308(a)(2), _____ (*Insert Name*) is designated as the HIPAA Security Officer for the Company and is responsible for developing and implementing the Company's security policies and procedures and oversight of related security practices.

References

Sources:

45 C.F.R. § 164.308(a)(2).

Forms:

None

Employee(s):

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